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Guide to Official Letter Writing Orders &c

By
AN ADJUTANT.

Third Edition. Revised and Enlarged.

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LONDON, ALDERSHOT
and PORTSMOUTH.

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KD 5934

**GUIDE TO
OFFICIAL LETTER WRITING,
ORDERS, ETC.**

EXTRACTS FROM SOME PRESS NOTICES ON THE FIRST EDITION.

"In this work are compressed, concise, yet full directions, not only upon Official Letter Writing and Orders, but also upon Handwriting, Style of Composition, Punctuation, Précis Writing Military Abbreviations and Relative Rank, together with such business terms as are, or may be, applicable to Military life. To those whose duties require an acquaintance with clerical work of any kind it can be confidently recommended."—*Army & Navy Gazette*.

"This neatly got up eighteenpenny volume supplies a real and long-felt want. It is interesting, accurate and comprehensive, and, though of special service to soldiers, is of public importance and utility. It is a model *vade mecum*, which deserves a wide circulation."—*Oldham Chronicle*.

"This will be useful to those just entering upon office work, in enabling them to acquire a knowledge of official letter and précis writing. It is full of useful hints on business affairs generally, and such matters as style and the choice of words."—*Broad Arrow*.

"The Author of this book has supplied a long-felt want, and this useful work should find its way into the army generally, and be gladly welcomed by young officers aspiring to adjutancies and other staff appointments, where precision, method, and the art of clearly marshalling forth facts, form so important a part of their staff duties. The merits of this book will specially appeal to all Branches of the Army."—*Military Mail*.

GALE & POLDEN'S MILITARY SERIES.

GUIDE TO OFFICIAL LETTER WRITING ORDERS, Etc.

**THIRD EDITION
REVISED AND ENLARGED**

**BY
AN ADJUTANT**

**LONDON: GALE & POLDEN, LTD.,
2, AMEN CORNER, PATERNOSTER ROW, E.C.,
WELLINGTON WORKS, ALDERSHOT,**

**AND
NELSON HOUSE, PORTSMOUTH.**

Obtainable of all Booksellers.

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KD 5934



Dr. John Luckie Murray

ALDRSHOT:
PRINTED BY GALE & POLDEN, LTD., WELLINGTON WORKS.

—
1915.

P. 2,662.

PREFACE.

The demand for this Manual steadily continues, and a 3rd Edition has become necessary; therefore the opportunity has been taken to revise the work throughout and bring it up to date.

Forms of Official Letters, styles of Address, types of Orders, etc., now in use have replaced those, which, in the course of time, have become obsolete.

A new chapter on the Registration of Correspondence, embodying the gist of the regulations on this subject issued with Army Orders, has been added to the book, together with a useful spelling list of the most difficult technical words in use in the various branches of the Service, and the meanings of common military terms.

The new chapter on Regimental Correspondence will also be found useful.

It is hoped that, in its revised form, the volume may continue to merit the widespread utility that was modestly looked for as a subsidiary object when originally issued.

August, 1915.

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GUIDE TO OFFICIAL LETTER WRITING.

CHAPTER I.

GENERAL REMARKS.

It is not proposed in this chapter to deal with the common rules of English composition and punctuation. They will be found in Chapter VIII, and the average person will greatly benefit by a careful study of the simple rules stated there.

The following remarks are intended to help those engaged in offices, etc., to avoid faults which are often committed by persons inexperienced in letter and précis writing.

Before attempting to write a letter, carefully arrange on paper a rough draft of the substance. "Sit down to write what you have thought, and not to think what you shall write."

Great care must be exercised in the use of words, so that they clearly express the meaning of the writer, and leave no doubt in the mind of the reader as to what is meant. Much depends on the arrangement of these words in the sentence; all qualifying adjuncts should be placed as near as possible to the words they qualify (see paras. 5 and 6, Chapter VIII.).

Avoid tautology and pleonasm. Tautology is the use of words which convey the same idea; hence there is useless repetition.

Ex.—"These men work and *labour* the whole year —from January to December."

This might well be shortened by the omission of the words in *italics*. The words "work" and "labour" are synonymous, and so are the phrases "the whole year" and "from January to December."

It is a most helpful exercise to make a list of synonyms (words of similar meaning), and to distinguish between them. Here are a few examples:—

Delay, defer.	Renounce, resign.
Difficulty, obstacle.	Example, sample.
Character, reputation.	Imaginary, imaginative.

Pleonasm is the use of words which are superfluous. This is best seen in the following example:—

He is expected to return *back* in a month's *time*.

The superfluous words can readily be recognised. "Return" expresses the idea of coming *back*, while the idea expressed by "month" is quite complete without the addition of the word "time."

Avoid the use of slang; and never be guilty of adding conscious ornament to your work—simple English is the best.

Above all, never be "smart." This seldom pays, and most officers will refuse to sign any letter in which such a thing occurs.

Sentences.—Short sentences are the safest to use; they have the merit of being simple and direct. A succession of short sentences, however, would make a letter appear "jerky."

Long sentences must be used occasionally, but with unskilful handling they tend to become involved and obscure.

The best plan is to vary the lengths of the sentences; if they are the natural expression of the thoughts of the mind, as they should be, there will be little difficulty with them.

It should be remembered that only one main assertion may be made in a sentence, and with it may be grouped others subject to it; but a new assertion needs a new sentence.

Paragraphs.—A paragraph is a section of a letter (or other writing) which develops one particular idea, or a single group of closely related ideas.

In modern English the tendency is to use short paragraphs. This has many advantages, in that it helps in giving a perfectly clear account of the subject matter. Long paragraphs often become involved, and much clearness is thereby sacrificed.

A paragraph should contain one idea discussed in all its bearings, but do not make a fresh paragraph for a new idea unless it is of sufficient importance to be singled out for attention. Take care, also, that all paragraphs lead up one to another.

(*Note.*—In an official letter all paragraphs should be numbered. This makes it easy to refer to certain parts of a letter in a reply.)

CHAPTER II.

OFFICIAL LETTERS.

The rules for conducting official correspondence are laid down in "King's Regulations" and the "General Instructions for the Registration and Conduct of Correspondence in Military Offices." In the following pages will be found a summary of these rules and the methods adopted in actual practice. Great attention should be paid to the form of the official letters given, as these forms seldom vary.

Official letters are to be written on foolscap paper with quarter margin. In the top left-hand corner, the subject of the letter, and its office number should be indicated. Then follows a statement showing from whom the letter emanates, and to whom it is addressed. The name of the station, and the date complete the heading.

On the next line, close to the margin write the word "Sir," and below this a little to the right commence the letter thus:—

I.A.S. No. 456.

Subject—Examinations.

From

*The Senior Inspector of Army Schools,
Aldershot.*

To

*The Assistant Adjutant-General,
Aldershot Command.*

Aldershot, 5th November, 1913.

Sir,

With reference to, etc., etc.

Notice the invariability of the commencement "Sir." No matter what the rank of the Official may be whom you address, in the usual routine he will always be "Sir." Having finished the body of the letter, of which more hereafter, the conclusion will run, "I have the honour to be," in one line commencing about mid-way across the page. Next line "Sir" by itself, and in the line underneath, "Your obedient Servant," following which comes the signature of the writer. The rank and corps of officers should always be added after their signatures, thus:—

I have the honour to be,
Sir,
Your obedient Servant,
.....Captain,
Senior Inspector Army Schools.

Note that "Your" and "Servant" are commenced with capitals.

As to the body of the letter: The length of the letter will, of course, depend entirely upon the number and importance of the topics written about, as well as on the presence or absence of terseness in the manner of handling them.

Each subject must be dealt with in a separate letter. Paragraphs should be numbered, and any enclosures should be described in the margin or in a separate schedule. Unnecessary enclosures should be avoided, and blank leaves should be removed.

When a second or third sheet is used the number of the letter is repeated in the *right-hand* top corner of the paper, and the last word of the preceding page is carried over.

Replies, remarks, or queries arising out of an original letter or memorandum should be made in the form of minutes. The first minute should follow where the original letter or memorandum ends, *and the person who*

makes it should mark the original letter or subject matter No. 1, and his own minute thereon No. 2 (in red ink when possible). Each succeeding minute should immediately follow that which by date precedes it, and should be numbered in sequence. A fresh sheet should be added, when required, for the continuation or beginning of a minute, no continuation or commencement is allowed in vacant spaces between previous minutes or in the margin. Attached documents or enclosures should be added at the end of the file in the order to which they are referred.

In all letters keep strictly to the point.

It has been pointed out before that each subject should be matter for a separate communication. This is not recommended in order to multiply letters or increase the labours of the letter writer, but for convenience in indexing for ready reference, and also because quite a different line of action may have to be taken on each.

Before commencing a long and important letter, it is advisable to note, on a slip of paper, the heads of the subject or subjects upon which you desire to write, together with any remarks upon them which you consider necessary.

Next arrange these notes, so that those connected with each other are placed together in proper sequence, and, after arranging the whole, make a fair copy. This plan ensures that nothing of importance is forgotten, and provides for everything being set down in its proper place.

Nothing is so annoying as to find important topics omitted, or but slightly treated; or to discover that they are wrongly placed. It is awkward, too, for the writer, to find an important thought crop up about some other paragraph than that upon which he is engaged. By the foregoing plan of notes, much of this may be avoided, and by practising this method, the mind becomes trained insensibly to a clear and orderly

habit of thought, so extremely useful, nay, almost indispensable, to a good Official Letter writer.

Command Headquarters require all letters, etc., to be rendered in duplicate; in these days of the general use of typewriters, there is no difficulty in obtaining several copies of a letter.

It is also handy to remember that if an important question be raised in a letter, that would necessitate reference to the War Office, the letter should be rendered in triplicate.

It should be noted that Command Headquarters never *minute* any correspondence on to the War Office. The procedure generally followed is:—

- (i) To write a letter stating the case in question, or,
- (ii) To write a forwarding letter and attach the original correspondence, or, if this is bulky, a *précis* of the correspondence.

The department of the War Office concerned will reply quoting the number of the original correspondence, but will not return it—hence the necessity for keeping copies.

Always file a copy of each letter sent out of your office.

ADDRESSES.

Envelopes containing official letters are to be addressed as follows:—

- (1) Headquarters, ——— Command, ——— (Station).
- (2) Headquarters, ——— Division, ——— (Station).
- (3) Headquarters, ——— Brigade, ——— (Station).
- (4) Headquarters, ——— Coast Defences, — (Station).
- (5) Headquarters, No. — District, ——— (Station).
- (6) Name of branch of service — Record Office, ——— (Station).
- (7) Officer Commanding — Regiment ——— (Station).

Notice that the envelopes do not bear the name of the officer concerned; the central registry will register the letters, give each a number, and allot a distinctive letter; this letter denotes the branch concerned with the subject matter of the letter.

In writing letters or replies to persons unconnected with the Army, such as, for instance, correspondence concerning damage done by soldiers to crops, fences, etc., methods adopted as suitable for military purposes should not be used, but the correspondence should be conducted in the manner usually in vogue in civil life.

EXAMPLES OF WAR OFFICE OFFICIAL LETTERS.

(1).

*War Office,**London, S.W.,**25th May, 1911.*

27
 Genl. No.
 262 (A.G. 2).

SIR,

At the instance of this Department, a portrait of His Majesty King George V has been prepared with a view to exhibition in Barrack Rooms and Army Schools. The portrait has been submitted to the King, and His Majesty has been graciously pleased to express his approval.

2. Copies will be forwarded to you when ready, and it is requested that one copy may be supplied to each Army School, and the remainder distributed to the troops occupying the Barracks within your command, a fair share being issued to Depôts.

3. The picture will be issued on rollers, but, as it is necessary for their proper preservation, and to ensure effective display, that they should be suitably framed, it is suggested that the cost of framing might be defrayed from Canteen Funds.

I am,

Sir,

Your obedient Servant,

.....Major-General,

Director of Personal Services.

To

*The G.O.C.-in-C.,**Aldershot Command.*

(2).

*War Office,**London, S.W.,**1st May, 1911.*

50

Genl. No.

4303 (A.G. 5).

SIR,

I am directed by the Army Council to forward herewith a copy of Article 51 (d) "Provisional Code of Regulations for Public Elementary Schools and Training Colleges, 1910," relative to the recognition by the Board of Education, as Assistant Teachers, of ex-soldiers holding the Army Acting Schoolmaster's Certificate, and to request that you will cause Commanding Officers to be instructed to add a paragraph to this effect to the placard, "Reasons why a soldier should attend an Army School," issued from this office under Army Order 48 of 1909.

I am,

Sir,

Your obedient Servant,

.....Colonel, A.A.G.

for Director of Personal Services.

To

*The General Officer Commanding-in-Chief,
Aldershot Command.*

(3).

*War Office,**London, S.W.,**2nd July, 1909.*6060/2782
(D. M. T.)

SIR,

I am directed by the Army Council to inform you that it has been decided by the Treasury Solicitor, in connection with the working of the Manœuvre Act, that a private supply of water when within a cottage or private grounds, is not an "authorised source of water" within the meaning of the Act.

2. It appears from this decision, therefore, that you are not empowered to use or collect the water from private wells in gardens without the consent of the owners or occupiers of the cottages.

3. The Army Council is most anxious that the march of the troops should be made as popular as possible with the inhabitants of the country through which they pass, and he trusts that in making arrangements for the supply of water to the camps, every endeavour will be made to meet the wishes of those who possess private sources of water.

I am,

Sir,

Your obedient Servant,

.....
Director of Military Training.

To

*The General Officer Commanding-in-Chief.
Aldershot Command.*

(4).

War Office,

London, S.W.,

19th March, 1910.

14
 Artillery
 1827 (Q.M.G. 5).

SIR,

I am directed by the Army Council to inform you that complaints have been made to this Department by Railway Companies that applications for tickets at reduced fares have been made on Army Form B 295 under circumstances which do not come within the conditions clearly stated on the back of the form, viz.:—that such tickets are only to be applied for for periods of absence of a week or more, and then only for the direct forward and return journeys, whether from stations at home, or from ports of disembarkation on arrival from abroad.

2. I am to observe that any misuse of the forms in question may lead to the withdrawal of the concession as to reduced fares, and officers signing these forms will therefore be held personally responsible for any irregularity in the use of them.

I am,

Sir,

Your obedient Servant,

.....Major-General,
 Director of Transport & Movements.

To

The General Officer Commanding-in-Chief,
 Aldershot Command.

(5). EXAMPLE OF AN OFFICIAL LETTER WITH A WAR**OFFICE REPLY.**

Ord. Room,
3rd N. Fus.,
No. 689/7.
Subject—
Appointment,
Master Tailor.

From LT.-COLONEL C. R. STINSON,
COMMANDING 3RD NORFOLK FUSILIERS.

To GENERAL OFFICER COMMANDING,
1ST INFANTRY BRIGADE.

Aldershot, 24th March, 1912.

SIR,

With reference to King's Regulations, para. 1297, I have the honour to forward and recommend the enclosed application for No. 1420 Sgt. G. Ufford to attend a course of instruction at Pimlico.

I have the honour to be,

Sir,

Your obedient Servant,

C. R. STINSON, *Lt.-Colonel,*

Commanding 3rd Norfolk Fusiliers.

The G.O.C. 1st Brigade forwarded and recommended the application in a minute to the Divisional Commander, who forwarded it to the G.O.C.-in-C., Aldershot Command. The G.O.C.-in-C. then forwarded it with the other applications received from the Command, and the following reply was received:—

49/57/ 17
(O.7.Clo.)

War Office,
London, S.W.,
10th April, 1912.

SIR,

With reference to your letter of the 1st inst., No. 151/103 Q, I am directed by the Army Council to acquaint you that it is already known in this office that Sergeant G. Ufford, 3rd Norfolk Fusiliers, is in possession of a tailoring certificate obtained in India, which, for the purpose of appointment as Sergeant Master-Tailor, is equivalent to a Pimlico Certificate.

2. There is, however, no objection to Sergeant Ufford undergoing a course at Pimlico, but as he could not be received at that Establishment until about three months' time, and will probably be appointed Acting Sergeant Master-Tailor at an early date, it would not appear desirable for him to undergo the course in question.

3. Attention is drawn to War Office circular letter 49/Tailors/243 of the 31st May, 1911, as the communication under reply is the first intimation received here of the arrival home from India of Sergeant Ufford.

I am,

Sir,

Your obedient Servant,

.....
Director of Equipment & Ord. Stores.

To

The General Officer Commanding-in-Chief,
Aldershot Command.

The foregoing letter was then referred to the C.O. for a report, and on receipt of his reply the following letter was written :—

From THE GENERAL OFFICER COMMANDING,

In reply please
quote:

ALDERSHOT COMMAND.

C. R.

No. 151/103,2 Q.

To THE SECRETARY,

WAR OFFICE.

Aldershot, 21st April, 1912.

SIR,

With reference to War Office letter, No. 49/57/117 (O.7.Clo.), dated 10th April, 1912, I have the honour to acquaint you that the qualifications of Sergeant G. Ufford, 3rd Norfolk Fusiliers, at the time of his return from India were not understood to be such as to necessitate his arrival being reported. He was not a Sergeant-Master-Tailor, nor was his name noted for instruction at Pimlico.

I have the honour to be,

Sir,

Your obedient Servant,

.....*Lt.-General,*

Commanding-in-Chief, Aldershot Command.

(6).

SUBJECT—WEST AFRICAN REGIMENT.

From LIEUT.-COLONEL A. G. STEELE,
 COMMANDING 2ND MAYO FUSILIERS.

To THE GENERAL OFFICER COMMANDING,
 10TH DIVISION.

Colchester, 17th August, 1911.

SIR,

With reference to War Office Letter 113/W.A.R./64 (A.G.2.B.), dated 12th May last, I have the honour to recommend No. 3816, Sergeant Richard West for employment as Colour-Sergeant in the West African Regiment.

3 enclosures.

2. Sergeant West bears a very good character, and is unmarried.

3. The certificates, etc., referred to in paragraph 3 of the above-quoted letter are forwarded herewith, as per schedule attached.

I have the honour to be,

Sir,

Your obedient Servant,

.....*Lt.-Colonel,*
Commanding 2nd Mayo Fusiliers.

Note.—Memoranda are only sent out from War Office when they involve important principles affecting all commands. Sufficient supplies of the printed circulars are forwarded for distribution throughout all units in the Commands.

EXAMPLES OF MEMORANDA.

(7).

29
Genl. No.
4374 (A.G. 2.)

War Office,

London, S.W.,

4th November, 1910.

SIR,

I am directed by the Army Council to forward the attached memorandum for the information and guidance of all concerned.

I am,

Sir,

Your obedient Servant,

.....
Director of Recruiting & Organisation.

THE G.O.C.-IN-C.,

..... *Command.*

Memorandum for Officers Commanding Units
at Home.

It has been brought to notice that the "description and measurements" of a soldier, on transfer to the reserve, or on discharge, are very often those of the man on

c

enlistment, and not—as they ought to be—those on the date of his transfer to the reserve or discharge. Great inconvenience has thus been caused, owing to its being impossible to identify soldiers, who are reservists or have been discharged, with the description given on their Parchment Certificates.

2. The Army Council directs that the instructions contained in para. 1837, King's Regulations, are to be strictly adhered to by all officers.

•

(8).

No. C.R.S C. 6593/B. Memorandum.

G.O.C., 10TH DIVISION.

It is desirable that arrangements should be made to concentrate Battalions and Units in the same Barracks and to avoid as far as possible the men of the same Battalion being in more than one barracks. When one barracks would be over occupied by one Battalion the overflow must, of course, be accommodated in another barracks, but a third barracks should not be used for one Battalion as long as the construction of the barracks admits of the whole of the overflow being accommodated in the second.

Will you please arrange with the officer in charge of your Barrack Division accordingly.

As Officers' Messes and other accessories become unoccupied by the departure or disbandment of Battalions, the barracks should as far as possible be vacated, so as to admit of occupation by any new Battalions or Units that may be ordered to the District.

In the same way blocks and barrack rooms should be filled up to their normal occupation so that complete blocks and barrack rooms may be available for other Units.

There are also many temporary re-appropriations of married quarters, barrack rooms, and accessories. As far as circumstances permit such accommodation should be made to return to their proper appropriation—whenever it can be done without real inconvenience.

It is requested that you will cause this question to be gone into and every step taken towards this end.

.....
A.A.G.

Salisbury.

May 10th, 1901.

(9).

C.R.S.C. 51/203. Memorandum.

G.O.C., 14TH BRIGADE.

With reference to the "Arrangements for Training during the Winter," promulgated with Division Order No. 19 of this date, the Lieutenant-General Commanding leaves it to the discretion of General Officers Commanding Brigades, etc., to carry out as much of the programme as is practicable with the troops under their command.

As a large proportion of the Division will be formed of troops who have returned direct from prolonged active service, the winter training may be modified as far as they are concerned, and liberal facilities for leave and furlough may be given to officers, non-commissioned officers and men returned from South Africa.

The annual course of Infantry training for 1913 (4 companies per battalion) will commence on the 1st February. General Officers Commanding will therefore so arrange the leave and furlough of the officers, non-commissioned officers and men under their command that every company may be complete when it begins its annual training.

.....Brigadier-General,
General Staff.

Salisbury.

17th September, 1912.

**(10). EXAMPLE OF CORRESPONDENCE TO AND FROM THE
WAR OFFICE.**

In reply please
quote:

77
Genl. No.
1532 (M.T. 1.)

War Office,

London, S.W.,

12th January, 1912.

SIR,

I am commanded by the Army Council to inform you that it has been decided to extend the course of instruction for machine gun officers. The present course of instruction has been found inadequate to meet the requirements of Battalion Commanders.

2. I am to request that you will forward, at your earliest convenience, an expression of opinion as to the duration of the course, bearing in mind the inadvisability of keeping officers from their battalions for too long a period.

I am,

Sir,

Your obedient Servant,

A. L. QUINZE.

The General Officer

Commanding-in-Chief,

Swartz Command.

(Note.—W.O. usually enclose ample copies for distribution.)

C.R. S.C. THE GENERAL OFFICER COMMANDING
79231 (G). TRALAIR DIVISION.

The attached copy of War Office letter No. 77/Gen. No./1532 (M.T. 1), 12th January, 1912, is forwarded for information and report by 22nd February, 1912.

L. O. QUARITZ, *Brigadier-General*,
General Staff, Swartz Cmd.

Borel,

15th January, 1912.

(*Note.*—1. This letter is sent by the Command General Staff to all Divisional Commanders—Regular, Special Reserve, and Territorial.

2. The General Staff Office should enclose enough copies for distribution to all concerned.)

C.R.
Tralair Divn.
 7732/G.

THE G.O.C.,
 107TH INFY. BDE.

Please forward the report called for
 by accompanying letters to this office by the
 12th February, 1912.

R. S. PEEL, *Colonel,*
General Staff, Tralair Divn.

Qarry,

17th January, 1912.

(*Note.*—The General Officer Commanding Division
 sends this to all Infantry Brigade Commanders under
 his jurisdiction.)

107 I.B.
1532 (G.)

OFFICER COMMANDING
 LOAMSHIRE RGT.

Forwarded for report not later than
 the 5th February, 1912.

P. Q. ARR, *Brigade Major,*
107th Infy. Bde.

Armagh,

19th January, 1912.

SUBJECT:—COURSE OF INSTRUCTION—MACHINE GUN OFFICERS.

ORDERLY-ROOM, LOAMSHIRE RGT. NO. 12345

From THE O.C. LOAMSHIRE RGT.

To THE GENERAL OFFICER COMMANDING
107TH INFY. BDE.

Rolloe, 2nd February, 1912.

SIR,

With reference to W.O. Letter No. 77/Gen. No./1532 (M.T. 1), dated 12th January, 1912, I have the honour to report that I am entirely in favour of the proposal to extend the course, as I have found that the M.G. officers do not have enough instruction in setting up machine guns—an important part of their work.

2. I therefore suggest that the course be extended to 30 days.

I have the honour to be,

Sir,

Your obedient Servant,

L. O. Ess, *Lt.-Col.*,

Comdg. Loamshire Rgt.

(*Note.*—Sent to Brigade Headquarters in triplicate.)

(*Note.*—When the Brigade Commander has received all the reports from Battalion Commanders he reports to Divisional Headquarters.)

1532/G.

4

G.O.C., TRALAIR DIVN.

1. With reference to your letter No. 7732 G., dated 17th January, 1912, I forward the reports of the Battalion Commanders in my Brigade, regarding the extension of the machine gun course for officers.

2. I concur in these reports.

S. T. YEW, *Bgdr.-Genl.*,

Commdg. 107th Infy. Bde.

Armagh,

15th February, 1912.

(*Note.*—The General Officer Commanding Division receives the reports from all Brigade Commanders, and then formulates his report.)

C.R. HEADQUARTERS,
Tralair Divn.
No. 7732 (G.) SWARTZ COMMAND.

1. The attached reports, called for in your letter No. C.R.S.C. 79231 (G), dated 15th January, 1912, are forwarded for perusal.

2. The Brigade Commanders concerned concur in the reports of their Battalion Commanders.

3. My experience in Utopia leads me to think that our officers require more instruction in the brigading of machine guns—a method largely adopted on the Continent.

4. I would suggest that the course be extended to 30 days.

H. T. JAY, *Major-General,*
Comdg. Tralair Divn.

Garry,
20th February, 1912.

SUBJECT:—COURSE OF INSTRUCT ON—MACHINE GUN OFFICERS.

C.R. S.C.

No. 79231 (G).

From THE G.O.C.-IN-C.,

SWARTZ COMMAND.

To THE SECRETARY,

WAR OFFICE.

Borel, 25th February, 1912.

SIR,

With reference to War Office letter No. 77/Gen. No./1532 (M.T. 1), dated 12th January, 1912, I have the honour to report that I have consulted the Brigade and Battalion Commanders in this Command as to their opinion on the Machine Gun Course.

2. The present course is undoubtedly too short, and it has been suggested that it be extended to 30 days in order to give the officers instruction in brigading machine guns and in preparing emplacements for them.

3. I am of opinion that instruction should be given to these officers in concealment of machine guns—an important factor in modern warfare.

I have the honour to be,

Sir,

Your obedient Servant,

A. B. LEE, *General,*

Comdg.-in-Chief, Swartz Cd.

CHAPTER III.

REGIMENTAL CORRESPONDENCE.

(1) Company Officers, unless otherwise directed, always write to the Adjutant.

(2) If the letter raises some point of importance, or if it is from an officer on a matter concerning himself, it should be written on foolscap paper, with quarter margin; such letters should be written with the proper heading and ending, as shown in the attached specimens.

(3) In routine regimental correspondence, Army Form C 348 is used, or, better still, a sheet of foolscap is headed in the same manner and used. The Army Form is not convenient for easy registration, or convenient for office procedure generally, on account of the page being divided into two columns—the second one being intended for the answer.

Memos. are never written with the form adopted in ordinary official letters. The address "Sir" is generally omitted, and the ceremonious ending is entirely avoided; the officer merely signs his name and rank.

At one time, memoranda were always written in the "third person," but this practice is not altogether followed now.

(1). APPLICATION TO ATTEND A COURSE OF INSTRUCTION.

From CAPT. A. K. MARS,
1ST BN. LOAMSHIRE REGT.

To THE ADJUTANT,
1ST BN. LOAMSHIRE REGT.

Walworth,
27th May, 1907.

SIR,

With reference to Battalion Order No. 70, of the 25th May, 1907, I have the honour to submit my name for the next Signalling Course at the Army Signal School, Bulford, from 1st June to 1st August, 1907.

2. I am in possession of the Short Course (Aldershot) Certificate, dated 25th August, 1905, and was attached as Assistant Signalling Instructor to the 3rd (S.R.) Battalion of the Loamshire Regiment.

I have the honour to be,

Sir,

Your obedient Servant,

A. K. MARS, *Captain.*

(2). REPORT OF AN ACCIDENT AT THE RIFLE RANGE.

From CAPT. A. K. NORMAN,
139 (S.) COY., R.G.A.

To THE ADJUTANT,
SIEGE COMPANIES, R.G.A.

*The Citadel,
Plyport,
17th March, 1915.*

SIR,

I have the honour to report that whilst supervising the annual musketry practice of 139 (S.) Company, R.G.A., it was reported to me by No. 10771 Sergeant H. Carnegie that No. 23327 Gunner P. Hartigan was injured by a bullet accidentally fired from the rifle of 33751 Gunner B. Seed.

2. I immediately proceeded to the scene of the accident, and found that the bullet had made a small wound in the leg of Gunner Hartigan. He was conveyed to hospital.

3. I questioned Gunner Seed as to the circumstances under which the rifle was fired. I attach hereto his statement regarding the accident.

4. I also attach the report of 2nd-Lieutenant A. H. Brown, 139 (S.) Company, R.G.A., in charge of the section to which Gunner Hartigan belonged.

I have the honour to be,

Sir,

Your obedient Servant,

A. K. NORMAN, *Capt.*,
Cmdg. 139 (S.) Coy., R.G.A.

**(3). MEMO. FROM BATTALION COMMANDER TO MEDICAL
OFFICER.**

Memo.

From OFFICER COMMANDING,
1ST BN. LOAMSHIRE REGT.

To OFFICER COMMANDING,
CAMBRIDGE HOSPITAL.

Aldershot,

6th October, 1913.

In accordance with orders received from O.C. Records, No. 19 Regimental District, the N.C.O.'s and men named on the attached list have to be medically inspected as to their fitness for service in India.

2. Will you kindly arrange to carry out this inspection as early as possible.

R. S. DUNLOP, *Lt.-Colonel,*
Comdg. 1st Bn. Loamshire Regt.

(4). ENTRY FOR EXAMINATION.

From LIEUT. T. L. SMITH,
1ST BN. FLINTSHIRE REGT.

To THE ADJUTANT,
1ST BN. FLINTSHIRE REGT.

Curragh,
6th March, 1911.

SIR,

I have the honour to request that you will kindly forward my name as a candidate for the next examination of officers for promotion to the rank of Captain, referred to in Brigade Order No. 65 of yesterday's date.

I have the honour to be,

Sir,

Your obedient Servant,

T. L. SMITH, *Lieut.*,
1st Bn. Flintshire Regt.

(5). OFFICER REPORTING ARRIVAL.

From LIEUT. A. J. SMITH,
3RD CORK RIFLES.

To THE COMMANDANT,
SCHOOL OF MUSKETRY.

Hythe,

6th June, 1912.

SIR,

In accordance with — Command Order No. 622, dated 10th May, 1912, I have the honour to report my arrival for the purpose of attending the next musketry course.

I have the honour to be,

Sir,

Your obedient Servant,

A. J. SMITH, *Lieut.*,

3rd Cork Rifles.

**(6). MEMO. FROM ORDERLY-ROOM TO A COMPANY
COMMANDER.**

Memo.

From THE ADJUTANT.

3RD BN. LEINSTER FUSILIERS.

To OFFICER COMMANDING, " A " Co.,

3RD BN. LEINSTER FUSILIERS.

Aldershot, 5th April, 1912.

The attached W.O. Circular Memo. is forwarded for your information, report, and return please.

2. The information called for should be rendered to this office by Monday, 12th instant.

H. K. Low, Capt. & Adjt.,

3rd Bn. Lein. Fusrs.

(7). MEMO. FROM COMPANY COMMANDER TO ADJUTANT.

Memo.

*From OFFICER COMMANDING, " A " Co.,
3RD LEINSTER FUSILIERS.*

*To THE ADJUTANT,
3RD LEINSTER FUSILIERS.*

Aldershot, 9th April, 1912.

With reference to your memo. of 5th inst., the attached list shows the N.C.O.'s of " A " Company, who are in possession of Signalling and Musketry Certificates.

2. W.O. Circular Memo. No. 3632, of 27th March, 1912, is returned herewith.

*R. N. BEAN, Capt.,
Cmdg, " A " Co.,
3rd Leinster Fusrs.*

**(8). MEMO. FROM COMPANY COMMANDER FORWARDING
RETURNS TO THE ADJUTANT.**

*From OFFICER COMMANDING " B " Co.,
2ND LEINSTER FUSILIERS.*

*To THE ADJUTANT,
2ND LEINSTER FUSILIERS.*

Aldershot 6th June, 1911.

The Annual Returns in connection with the musketry course are forwarded herewith.

2. Nominal rolls of men (a) entitled to increased rates of Proficiency Pay; (b) relegated to a lower class of Proficiency Pay, on the results of the course, are also forwarded for insertion in Battalion Orders.

*J. BROWN, Lieut. for Capt.,
Cmdg. " B " Co., 2nd Lein. Fusrs.*

(9). MEMO. FROM COMPANY COMMANDER TO ADJUTANT.*Memo.*

From OFFICER COMMANDING, " B " Co.,
3RD CORK RIFLES.

To THE ADJUTANT,
3RD CORK RIFLES.

With reference to Battalion Order No. 17 of yesterday's date, the undermentioned men are desirous of attending the next course at the School of Cookery, commencing on 1st March next:—

7716 L.-Sgt. J. Bass.
8234 Pte. J. Carroll.
8765 Pte. W. Cahill.

2. Copies of the company conduct sheets are forwarded herewith.

H. P. SMILES, *Capt.*,
Comdg. " B " Company,
3rd Cork Rifles.

Buncrana,

17th January, 1908.

**(10). SPECIMEN OF CORRECT COMPLETION OF ARMY
FORM A 2.**

(a) Commencement.

The Board, having assembled pursuant to order, proceeded to inspect the samples of fodder supplied, and find

(b) Ending.

Signed at Aldershot this fifteenth day of November, 1912.

A. J. PALMER, *Major, 5th D.G.*
President.

J. M. BRAWN, <i>Capt., 6th Lancers.</i>	}	<i>Members.</i>
M. H. ROGAN, <i>Lt., 3rd Dgns.</i>		

(11). MEMO. TO THE QUARTERMASTER.*Memo.*

From OFFICER COMMANDING " B " Co.,
1ST BN. LEINSTER FUSILIERS.

To THE QUARTERMASTER,
1ST BN. LEINSTER FUSILIERS.

Aldershot, 6th January, 1911.

Will you please inform me when it will be possible to carry out the repairs necessary in No. 5 Room, " B " Block, which were reported to you in my memo. of 28th December, 1910.

The matter is one which greatly affects the comfort of the men occupying this room, and is therefore of great urgency.

B. M. MARSTON, *Capt.*,
Comdg. " B " Co.,
1st Leinster Fusrs.

(12). QUARTERMASTER'S MEMO. IN REPLY.

Memo.

*From THE QUARTERMASTER,
1ST BN. LEINSTER FUSILIERS.*

*To OFFICER COMMANDING " B " Co.,
1ST BN. LEINSTER FUSILIERS.*

Aldershot, 8th January, 1911.

Reference your memo. of 6th inst., the Divisional Officer, R.E., has given orders that the repairs in question will be commenced at once. He points out, however, that it will take about ten days to complete the work.

H. JONES, *Lt. & Qr.-Mr.*,
1st Bn. Leinster Fusrs.

**(13). CERTIFICATE ON HANDING OVER COMMAND OF A
COMPANY.**

1ST BATTALION BLANKSHIRE REGIMENT.

HANDING OVER CERTIFICATE.

“ ” *Company.*

I certify that I handed over to
.....the Command and
Payment of the above Company.

That the Arms, Equipment, Bedding, etc.,
on charge of the Company are complete and
in good order.

That all offences have been entered in the
Company Conduct Sheets.

That the Books and Accounts are com-
pleted to date, and that I hold myself re-
sponsible for any liability incurred during
my period of Command.

.....

1st Bn. Blankshire Regt.

Aldershot.

Date

(14). CERTIFICATE ON TAKING OVER A COMPANY.**1ST BATTALION BLANKSHIRE REGIMENT.****TAKING OVER CERTIFICATE.**

“ ” *Company.*

I certify that I have taken over from the Command and Payment of the Company. That I have examined the Arms, Equipment, Bedding, and all other articles on charge of the Company, and find them complete and in good order.

That I have taken over the Books and Accounts of the Company, and am satisfied that they are correct and complete to date.

That I have received the Cash Balance as shown by the Cash Book, and find that they agree.

That I have received the Company Conduct Sheets, and have checked them with roll of the Company, and find them complete.

.....

1st Bn. Blankshire Regt.

Aldershot.

Date

(15). REPORT.*From THE CAPTAIN OF THE DAY.**To THE ADJUTANT.**Station**.....191***SIR,**

As Captain of the Day, yesterday, I have the honour to report that—

1.—I turned out the Guard at by day, and at by night, and found the men regular and alert.

2.—I inspected the whole of the Lines, including the Latrine, Cookhouses, and Dining Rooms, accompanied by the Quartermaster of the Battalion, at and found them clean and regular.

3.—I enclose the Reports of the day, which I have examined. The Duties of the Regiment have been properly carried out (except as the case may be).

I have the honour to be,

Sir,

Your obedient Servant,

.....Capt.

Captain of the Day.

(16). REPORT.*From THE SUBALTERN OF THE DAY,**To THE CAPTAIN OF THE DAY.**Station**.....191*

SIR,

1.—As Subaltern of the Day, yesterday, I received the Réveillé Report from the Battalion Orderly-Sergeant; all reported present (except as per margin).

2.—I was present during the issue of Rations; there were no complaints,

3.—I visited a portion of the Breakfasts and Dinners, and the Teas, there were no complaints; tents clean and regular; men properly dressed and all reported present (except as per margin).

4.—I turned out the Guard at by day, and at by night, and found all present and correct. I visited the Sentries; they were alert on their posts and acquainted with their orders. I inspected the Inlying Piquet at Retreat and Tattoo.

5.—I visited the Institutes and Kitchens and found them clean and regular.

6.—I visited the Ablution Lines and Latrines and found them clean and in order.

7.—I collected the Reports at Tattoo; all reported present (except as per margin).

8.—I saw all Lights put out at p.m.,
except those authorised.

9.—I did not leave Camp during my tour
of duty, except to go on Parade.

10.—I inspected the dismounting Guard
at Réveillé.

I have the honour to be,

Sir,

Your obedient Servant,

.....

(17). GUARD REPORT.

*Report of the Guard
 mounted at at o'clock
 on the*

1.—Previous to the Old Guard marching off, I inspected the articles in charge of the Guard, and found them correct, except

2.—The Guard-room (or tent) was clean.

3.—I visited my sentries at and
 by day, and at and by
 night, and found them

4.—The whole Guard was under arms at Réveillé, Retreat, and Tattoo sounding.

5.—The Guard was visited by the Captain of the Day at by day, and at by night; and by the Subaltern of the Day at by day, and at by night.

6.—I inspected every relief going out and coming in.

7.—Nothing unusual occurred during my tour of duty (or as the case may be).

(Signed)

*To the Captain of the Week
 coming off duty.*

**(18). BATTALION ORDERLY-SERGEANT'S
REPORT.**

Station

..... 191

SIR,

I beg to report that yesterday I performed the following duties, viz. :—

(1) I personally saw that all tent curtains were rolled up half-an-hour after Réveillé sounding.

(2) I paraded the Orderly-Corporals and Tent Orderlies at the ration hour. They were present and correct (or otherwise).

(3) I reported myself to the Captain of the Day at.....

(4) I accompanied the Captain of the Day as follows :—

Breakfastsa.m.

Camp inspectiona..

Dinners

Teas

After tea cleaning up....

Guard mounting

Piquet

(5) I visited the Battalion quarter guard and ascertained that their meals had been correctly served.

- (6) I took the Brigade and Regimental Order Books to the Commanding Officer, Staff Officers, and Adjutant.
- (7) I was present at Staff Parade. The Battalion was reported present (or so many men absent as the case may be).
- (8) I saw all authorised lights out in Camp a quarter of an hour after Last Post sounding, and reported to the Subaltern of the Day.
- (9) Nothing unusual occurred during my tour of duty.
- (10) I did not leave camp during my tour of duty.

(Signed)

Battalion Orderly-Sergeant of the Day

Coming off duty.

This report is to be taken to the Captain of the Day next morning, and will be initialled as correct by that officer. The Captain of the Day's report, together with the Subaltern's report and this report, will be then taken to the Adjutant.

The Orderly-Corporal should send in a similar report stating the duties allotted to him, and that he has performed them.

CHAPTER IV.

PRÉCIS WRITING.

The word "précis" means an abridgment or summary. This is true when speaking of a letter or memorandum; but when the précis of a series of reports or mass of correspondence is required, the term is then applied to a condensed narrative of the whole.

A précis is intended to enable anyone who reads through the summary to grasp the main features of the documents from which it was compiled. It will be seen, therefore, that the précis writer must exercise sound judgment in deciding between the essential and the superfluous.

The chief merits of such a précis are (*a*) that it should contain all that is important in the correspondence; (*b*) that the facts should be stated in order, as briefly as possible, and in a readable form.

To the beginner this task may seem to be a very difficult one, but practice will soon make perfect.

To make a précis, first read through the whole of the correspondence to get a general idea of the subject matter. If a first reading fails to impress the details on the mind, read the matter again, until a clear idea is obtained.

Next make an outline containing all the most important points of each letter, and from these make your draft précis. Revise this carefully to see that no essential matter has been omitted, at the same time striking out anything superfluous. Remember the précis should be in the form of a continuous narrative, and should not appear as disconnected notes.

The characteristics of a good précis are:—

1. It must be brief; but brevity must not be attained

by the omission of words necessary to the expression of ideas in simple English.

2. It must be clear and unmistakable.
3. All ideas should be presented in their proper order.

The following specimens of précis writing will give a good idea of what is required :—

·LETTER.

*War Office,
London, S.W.,
6th February, 1913.*

SIR,

I am directed by the Army Council to acknowledge the receipt of your letter of this day's date, and to request that you will have the goodness to issue immediate instructions to the various Commanding Officers concerned, that they make arrangements *at once* for sending the families of the N.C. Officers and men belonging to Regiments and Corps about to embark for active service to their homes, or to the localities where they may wish to reside while the husbands are absent.

I am further directed to request you to instruct the Commanding Officers to make all necessary arrangements in regard to the allotment of pay by the husbands towards the support of the families referred to.

I am,

Sir,

Your obedient Servant,

.....

*The G.O.C.-in-Chief,
Southern Command.*

PRÉCIS OF FOREGOING LETTER.

From W.O.

To G.O.C., SOUTHERN COMMAND.

War Office 6/2/1913.

Acknowledging receipt of letter and directing C.O.'s to arrange "*at once*" for sending to their homes or other chosen place, families of men proceeding on active service.

Also for issue of allotment of pay from husbands in their support.

In forming the above précis the following steps were taken: First the letter was read over slowly and carefully. It was noted that an acknowledgment was made of the receipt of a letter. This was first set down beginning "Acknowledging." It was next observed that the letter contained directions to the "General Officer Commanding immediately to instruct." This phrase was omitted, because it is understood that all War Office instructions come through the G.O.C. But the words C.O.'s—mentioning who were to be instructed—were put down, and as the phrase "*at once*" is evidently of great importance in the letter, it was transferred wholly to the précis. The matter of the instructions was then considered. "N.-C. Officers and men belonging to regiments and corps about to embark for active service" could be curtailed considerably, as "men" contained the idea of N.-C. Officers, "regiments and corps" left out as unimportant, "and about to embark" expressed by the word "for." "To their homes, or to the localities where they wish to reside while the husbands are absent" has been altered into "to their homes or to other chosen place, families of men proceeding on active service."

As the letter contained another paragraph upon a somewhat different subject, but still having relation to the first, a new line was used in the Précis to show the distinction and all reference to directions omitted, as they had been already noted. "Allotment of pay by the husbands towards the support of the families referred to," was shortened by using "allotment of pay from husbands in their support," as the word "their" shows the reference to be carried back through the word "Also" to the former part of the précis.

Subjoined is a still shorter Précis of the same letter which some may prefer.

From War Office, 6/2/1913.

No.

Acknowledging receipt of letter and directing C.O.'s to arrange at once for disposal of families of men sent on service.

Also for issue of allotment of men's pay in their support.

Let the student note that almost every précis of a letter will be commenced by such words as acknowledging, intimating, informing, recommending, stating, proposing, enclosing, transmitting, etc., according to the character of the communication.

LETTER.

681/A Co. (1.)

*War Office,
London, S.W.,
5th October, 1914.*

SIR,

Frequent instances of the loss of documents of men having been brought to notice, I am directed by the Army Council to request that you will be pleased to draw the particular attention of all officers under your command, who may be responsible for documents, to the instructions contained in para. , of the King's Regulations, relative to the transmission and custody of documents.

Whenever any documents required to be sent with men on transfer, &c., are not received, or when documents are not returned after being borrowed for any purpose, a special report must be made to this Department within a month if at home, and after allowing a reasonable time for the receipt of the documents if abroad.

This report should give full particulars regarding the documents, the purpose for which they are required, or have been borrowed, and the steps that have already been taken to obtain them.

I am,

Sir,

Your obedient Servant,

..... A.A.G.

*The General Officer Commanding,
Aldershot Command.*

PRÉCIS.—*Documents.*

From War Office, 5/10/14.

No.

Calling attention to Para. , King's Regulations, *re* charge of documents.

Ordering Special Report within month at Home, and reasonable time Abroad, if documents are not received or returned; with full particulars of which are wanted, why they are wanted or borrowed, and what has been done to obtain them.

CIRCULAR LETTER TO OFFICERS COMMANDING INFANTRY
BATTALIONS AT HOME AND REGIMENTAL DISTRICTS.

109
Reserve.
73

With reference to Special Army Circular 109/Reserve/72, dated 20th August, 1903, I am directed by the Army Council to inform you that Non-Commissioned Officers, who, on re-transfer from the Reserve, rejoin the Corps in which they formerly served, will be placed in the position on the roll which they held on transfer to the Reserve, *i.e.*, if a Non-Commissioned Officer was 6th on the roll of Sergeants when transferred to the Reserve, he should be placed 6th on the roll when he rejoins the colours. Should the Non-Commissioned Officer, however, join another Corps, he will be placed at the bottom of the roll.

Non-Commissioned Officers holding ranks such as Orderly-Room Sergeants, and other Regimental Staff-Sergeants, will not be permitted to rejoin the colours unless vacancies are known to exist in which they can be absorbed.

When there are no applicants for re-transfer, the returns referred to in para. 3 of the Army Circular quoted above will be furnished blank.

.....

Director of Recruiting and Organisation.

War Office,

London, S.W.,

7th January, 1904.

109
Reserve.
74

SIR,

With reference to War Office Circular
Letter ¹⁰⁹Reserve₇₃ of the 22nd November last, I

am directed by the Army Council to inform you, in amplification of that letter, that Non-Commissioned Officers who, on re-transfer from the Army Reserve, rejoin the Corps in which they formerly served, but not the Battalion from which they were transferred to the Reserve, will be placed in their previous numerical position on the roll, provided they do not supersede men senior to them by date of promotion, who have not subsequently lost precedence.

In this case they should be placed according to seniority.

I am,

Sir,

Your obedient Servant,

.....

Director of Recruiting & Organisation.

*The G.O.C.-in-Chief,
Scottish Command.*

PRÉCIS OF THE FOREGOING CIRCULAR AND LETTER.

109
Reserve *From* WAR OFFICE 22/11/03.
73

No.

Referring to A.C. 20/8/03, and stating that N.C.O.'s transferred from Reserve to their old Corps, take the same numerical place on promotion roll.

N.C.O.'s joining another Corps are to be placed at bottom of roll.

Regtl. Staff and Orderly-Sergts. are not to be allowed to rejoin unless there are vacancies.

Blank returns when there are no applicants.

109
Reserve *From* WAR OFFICE, 7/1/04.
74

No.

Amplifying No. 109/Reserve/73, dated 22/11/03. N.C.O.'s rejoining same Corps, but not same Battalion, will take former numerical precedence, *but must not supersede seniors.*

CHAPTER V.

REGISTRATION OF CORRESPONDENCE.

Central Registries are established at the head-quarters of all commands at home or abroad, for the purpose of registering correspondence received in or emanating from the staff and departmental offices, the object being to ensure concerted action on the part of those concerned, and to diminish clerical labour.

DISTINCTIVE LETTERING.

Office.	Lettering.
General Staff	G.
A.A.G. or D.A.G.	A.
A.Q.M.G. or D.A.Q.M.G.	Q.
Assistant Military Secretary	M.S.
Assistant Director of Supply and Transport...	S.T.
Deputy Director of Medical Services...	D.D.M.S.
Assistant Director of Ordnance Services ...	O.S.
Assistant Director of Veterinary Services ...	V.S.
Command Paymaster	C.P.
Deputy Assistant Director of Remounts ...	R.
District Barrack Officer	D.B.O.

REGISTRATION.

All correspondence received or despatched is recorded on the card index as briefly as possible, and then put into a jacket, which bears on the outside the C.R. numbers and a brief summary of the contents.

NUMBERING.

Each paper is given a consecutive number, and bears the distinctive letter of the branch concerned. This greatly facilitates distribution by the registry. Thus:

C.R., N.C., No. 6849 (Q)—A.Q.M.G. branch.

C.R., N.C., No. 15213 (C.E.)—Chief Engineer's branch.

In telegrams, the branch letter *precedes* the number.

Thus: No. A 684

is clearly a telegram emanating from the Administrative branch.

DISTRIBUTION OF PAPERS.

Papers are sent out from the C.R. to branches under cover of A.B. 234. All secret and confidential documents, etc., will be entered and signed for as a receipt. Files are never allowed to leave headquarter offices.

The "referred to" column on the jacket shows the branch or branches to which the file should go.

Referred to.	Date.
A. Q	6/8/12

This indicates that the file is to be sent to the Administrative branch, and from thence to the A.Q.M.G. branch. When passing, A. branch will strike through the entry to A. and initial the marking, and also insert the date of passing, thus:—

Referred to.	Date.
A. R.W. (Initials) Q.	6/8/12 8/8/12

If any matter of general importance be decided, the file is generally circulated, the "referred to" column being marked thus:—

G. C.E. S.T.	} To see.
--------------------	-----------

. At the same time the branch concerned should mark up the "P.A." column, showing that action has been completed and the file may be put away.

A note of all files passed in transit will be entered on the daily transit sheet A.F. A 2009.

Transit Sheet.

Army Form A 2009.

Office "Q"—6th Sept., 1912.

Registry Number.	Office to which passed.	Hour.	Remarks.
6895	C.R.	2.30.	P.A.
487	C.R.	2.30.	B.F. on 20th.
1234	A.	2.45.	

COMPLETION OF PAPERS.

The branch to which a file is passed will be responsible that all the necessary entries are made on the jacket.

All letters and documents will be placed in the jacket in order of date, the first received being placed at the bottom.

Inter-office minutes or conversations will be entered on the jacket, and initialled and dated. These minutes will enable the branch concerned to take the necessary action.

If for any reason, action on a paper is temporarily suspended, the paper should be marked to be brought forward at an earlier date, thus:—

Referred to.	Date.
<i>J. W.</i>	7/11/11
B.F. to A.	1/12/11
(Sd.) <i>W. J.</i>	

Papers to be brought forward will be marked up in the B.F. diary to ensure that the file will be brought forward on that date.

PUTTING AWAY OF PAPERS.

Before papers are accepted by a central registry for P.A., the following conditions must be complied with:

(a) All transits are struck out.

- (b) The paper is marked P.A. by some responsible official.
- (c) All annexed files are returned with it.
- (d) The papers are arranged in proper order—the earliest at the bottom.

REQUISITIONING OF FILES.

All files required from a registry should be requisitioned on A.F. A 2010. Thus, as files are always available, it is totally unnecessary for branches to keep copies of letters.

OFFICES OTHER THAN THOSE HAVING A CENTRAL REGISTRY.

The card-index system of registration has been generally adopted in the offices of divisions, brigades, regimental districts and departmental offices in which there is a sufficient volume of work.

In regimental orderly-rooms, etc., the following is the correct procedure:—

- (i) Keep a record in Army Book 121 (or 193) of the subject of all letters received or despatched.
- (ii) Periodical returns should not be entered in this book.
- (iii) All letters should receive consecutive numbers; subsequent correspondence should receive a distinguishing sub-number, and should be entered near the entry of the original.
(Many clerks enter letters on every third line, so that entries such as these may be made if necessary.)
- (iv) The date should be written across the page in red ink, every day. All letters which receive sub-numbers under (iii) should also be entered among the letters for the day.
- (v) All papers, etc., should be filed in consecutive order for ready reference.

CHAPTER VI.

MILITARY ABBREVIATIONS IN GENERAL USE.

A.A.G., Assistant Adjutant-General.	D.E.O.S., Director of Equipment and Ordnance Stores.
A.D.C., King's Aide-de-Camp.	Dep. Insp. Gen., Deputy Inspector-General.
A.D.O.S., Assistant-Director of Ordnance Stores.	D.F.W., Director of Fortifications and Works.
A.D.V.S., Assistant-Director of Veterinary Services.	D.G.A.M.S., Director-General Army Medical Service.
A.G., Adjutant-General to the Forces.	D.G.A.V.S., Director-General Army Veterinary Service.
A.P.D., Army Pay Department	D.G.T.F., Director-General of the Territorial Force.
A.Q.M.G., Assistant Quartermaster-General.	D.M., Director of Mobilization.
B.G.G.S., Brigadier-General, General Staff.	D.M.T., Director of Military Training.
C.C., Chief Cashier.	D.M.O., Director of Military Operations.
C.E., Chief Engineer.	D.P.S., Director of Personal Services.
C.I.E., Companion of the Order of the Indian Empire.	D.R., Director of Remounts.
C.I.G.S., Chief of the Imperial General Staff.	D.R.O., Director of Recruiting and Organisation.
C.M.G., Companion of St. Michael and St. George.	D.S.D., Director of Staff Duties.
Col., Colonel.	D.S.Q., Director of Supplies and Quarters.
C.O.O., Chief Ordnance Officer.	D. of S.T., Director of Supplies and Transport.
C.P., Command Paymaster.	D.S.O., Distinguished Service Order.
C.R.E., Commanding Royal Engineer.	D.T.M., Director of Transport and Movements.
C.S.I., Companion of the Star of India.	F.G.C.M., Field General Court-Martial.
D.A.A.G., Deputy Assistant Adjutant-General.	F.M., Field-Marshal.
D.A.D.R., Deputy Assistant Director of Remounts.	G.C.B., Knight Grand Cross of the Bath.
D.A.Q.M.G., Deputy Assistant Quartermaster-General.	G.C.M.G., Knight Grand Cross of St. Michael and St. George.
D. of A., Director of Artillery.	G.C.S.I., Knight Grand Cross of the Star of India.
D.B.C., Director of Barrack Construction.	
D.B.O., District Barrack Officer.	
D.D.M.S., Deputy Director of Medical Services.	

- Gen., General.
 H.A.C., Honourable Artillery Company.
 H.I.H., His or Her Imperial Highness.
 H.R.H., His or Her Royal Highness.
 H.S.H., His or Her Serene Highness.
 I.A.S., Inspector of Army Schools.
 Insp.-Gen., Inspector-General.
 K.C.B., Knight Commander of the Bath.
 K.C.M.G., Knight Commander of St. Michael and St. George.
 K.C.S.I., Knight Commander of Star of India.
 K.G., Knight of the Garter.
 K.P., Knight of Order of St. Patrick.
 K.T., Knight of Order of the Thistle.
 Lt.-Col., Lieutenant-Colonel.
 Lt.-Gen., Lieutenant-General.
 Maj.-Gen., Major-General.
 M.G.O., Master-General of the Ordnance.
 M.P., Member of Parliament.
 M.P.S.C., Military Provost Staff Corps.
 M.S., Military Secretary to the Secretary of State.
 N.I., Native Infantry.
 Q.A.I.M.N.S., Queen Alexandra's Imperial Military Nursing Service.
 Q.M.G., Quartermaster-General to the Forces.
 Qr.-Mr., Quartermaster.
 R.A., Royal Artillery; also Royal Academician.
 R.A.M.C., Royal Army Medical Corps.
 R.E., Royal Engineers.
 R.F.C., Royal Flying Corps.
 R.H.A., Royal Horse Artillery.
 R.H.G., Royal Horse Guards.
 R.M.A., Royal Marine Artillery; also Royal Military Academy, Woolwich.
 R.M.L.I., Royal Marine Light Infantry.
 T.F., Territorial Force.
 V.C., Victoria Cross.

CHAPTER VII.

ORDERS.

Orders, throughout the service, fall into two classes—

(a) Command, Divisional, and Brigade Orders, which are issued by officers of the Staff, under para. 152, King's Regulations.

(b) The orders of units—battalions, batteries, detachments, etc.—issued under para. 1890, K.R.

It is also stated in King's Regulations that all ranks will make themselves acquainted with regulations and orders, and that ignorance of published orders will not be accepted as an excuse for their non-observance.

Command, Division, and Brigade Orders are arranged in two classes:—

General Staff Orders.

Orders relating to Administration.

Each order should receive a separate number, and the numbering should be consecutive throughout the year. The whole should be embodied under one heading, showing the name of the command, etc., concerned, and the name of the officer issuing the orders.

REGIMENTAL ORDERS.

The orders of a unit will be divided into two parts, as follows:—

Part I will deal with training, manœuvres, parades, and matters which do not affect a soldier's pay, service, or documents; Part II (A.F. O 1810), with matters which affect a soldier's pay, service, or documents.

Part II of orders, prepared on A.F. O 1810, will be framed in the identical words in which the entry is to be

F

made in original and duplicate attestations. Every circumstance which affects a soldier's service or pay, including service proficiency or flying pay, will be published in Part II of orders immediately after its occurrence. When a soldier becomes efficient and eligible to draw service proficiency or flying pay, Class I or II, the fact will be published in Part II of orders. In units of R.A., cavalry and infantry, the standard attained by each man, as defined in para. 683, will be published in Part II of orders immediately after the completion of the several tests.

Copies of Part II of orders (or a notification that none has been issued) will be sent weekly, and on the last day of each month, by units abroad, to the officer i/c records, who will retain them for reference. In the case of units at home, other than A.S.C., R.A.M.C., and A.O.C., copies of Part II of orders will be sent daily to the officer i/c records, and to the regimental paymaster concerned. Units of A.S.C., R.A.M.C., and A.O.C. will send copies weekly to the officer i/c records, and daily to the regimental paymaster. Sufficient copies of these orders will be supplied in the case of cavalry and infantry, to enable one to be attached to each squadron or company pay list.

Each issue of each Part of orders will be numbered consecutively, commencing on the 1st January of each year, and each item will be given a sub-number.

IRISH COMMAND ORDERS.

BY MAJOR-GENERAL B. FIELD, C.B., COMMANDING THE
TROOPS IN IRELAND.

Headquarters, Parkgate, Dublin, 5th April, 1915.

GENERAL STAFF.

464.—*Irish Command School of Musketry.*

With reference to Irish Command Order No. 440, dated 30th March, 1915, Second-Lieutenant R. H. Fish,

5th Battalion Royal Irish Rifles, should be shown as passed distinguished.

Corporal D. Ryan, 5th Battalion Royal Inniskilling Fusiliers, should read Corporal D. Ryan, 5th Battalion Connaught Rangers.

Hd. Qrs. No. 44273 (G).

M. GREEN, *Brigadier-General*
General Staff.

ADMINISTRATIVE.

465.—*Strength.*

Captain W. C. Drake, Army Ordnance Department, Ordnance Officer, 4th Class, having left Haulbowline for Sierra Leone on 1st April, 1915, is struck off the strength of the Command accordingly.

Hd. Qrs. No. 47139 (O.S.).

466.—*Mess Allowance.*

With reference to Army Order 429 of 1914, paragraph 1 (b), and Army Order 60 of 1915, the Army Council has decided that a further initial grant of 30s. (thirty shillings) in aid of the formation of officers' messes may be drawn for each officer on the strength of the unit on the 30th April, 1915, in excess of the war establishment of the unit. Claims in respect of subsequent increases in strength will be adjusted monthly in arrear as in the case of reserve regiments of cavalry.

In the case of reserve regiments of cavalry, the Central Siege School, Lydd, and reserve dépôts, Army Service Corps, no adjustment will be required in respect of grants already claimed at the rate of £3 (three pounds) per officer; but future increases will only be allowed at the rate of 30s. (thirty shillings) per officer, with effect from the date referred to above.

Authority, War Office letter No. 103/Gen. No./1376 (F 2), dated 2nd April, 1915. Hd. Qrs. No. 47860 (A).

467.—*Ration Allowance for Men on Ordinary Leave, Pass or Furlough.*

(i) As some doubt appears to exist as to the conditions under which ration allowance, admissible under para. 39 c, *Allowance Regulations*, for men on ordinary leave, pass or furlough is payable, the War Office has notified that such allowance is payable in advance for each day for which pay is issuable under the provisions of Article 976, *Pay Warrant*, and the Army Council's instructions thereon.

The regulations are being amended accordingly.

(ii) Care is to be taken that rations in kind are not drawn in addition to the cash allowance.

(iii) The allowance admissible will be at the current Army rate (now 1s. 9d.) so long as ordinary furlough is only given for quite short periods. Further instructions will be issued as to this when necessary.

(iv) Ration allowance for men on sick furlough is provided for in Army Order 496 of 1914.

Hd. Qrs. No. 50098 (S.T.).

468.—*Wages, Civilian Subordinates.*

The following special arrangements regarding pay of War Department civilian employees have been approved for the Easter Holidays—

(i) Men not working on Good Friday, the Saturday following, Easter Sunday and Easter Monday, to receive a day's pay for each day; Saturday being paid as a full ordinary day.

(ii) Men working on Sunday to be paid at Sunday rate. Men working on any of the other days to receive pay as for time worked on an ordinary day. No holiday pay to be issued for any of the four days on which men work, but time in lieu of time worked on any of those days to be allowed at a later date.

(iii) The foregoing to apply irrespective of length of service.

Authority, War Office letter No. Southern 6/1041 (M.G.O.F.), dated 1st April, 1915.

Hd. Qrs. No. 50123 (A).

469.—*Inspection.*

The General Officer Commanding the Troops in Ireland will inspect the 6th Reserve Regiment of Cavalry at Marlborough Barracks, Dublin, on Wednesday, the 7th April, 1915, at 12 noon.

L. B. FIELD, *Major-General,*
i/c of Administration, Irish Command.

NOTICE.

Telephones.

The telephone number of the Superintendent, Remount Depôt, Ballsbridge, from the 5th to 17th April will be Ballsbridge 630.

IRISH COMMAND ORDERS.

BY MAJOR-GENERAL B. FIELD, C.B., COMMANDING THE
TROOPS IN IRELAND.

Headquarters, Parkgate, Dublin, 15th April, 1915.

GENERAL STAFF.

509.—*Musketry Qualification.*

The Army Council has decided that during the continuance of the war the placing of the letter (H), signifying that the officer against whose name it appears in the Army List has qualified at a School of Musketry (see page xxxvi, Army List), will be discontinued. The letter will not be removed in cases where it has already appeared.

A list of the names of all officers who qualify at a Command School of Musketry will, however, be kept for future reference.

Authority, War Office letter No. 6/2109 (M.T. 2), dated 12th April, 1915. Hd. Qrs. No. 50502 (G).

M. GREEN, *Brigadier-General*,
General Staff.

ADMINISTRATIVE.

510.—*Postings.*

(i) Second Lieutenant J. Gunn, Royal Field Artillery, from 5A Reserve Brigade, has been posted to 5B Reserve Brigade, and should be ordered to join.

The date of joining 5B Reserve Brigade should be reported to this office.

Hd. Qrs. No. 50288 (A).

(ii) The undermentioned officers of the Royal Garrison Artillery have been posted as specified:—

Lieutenant (D.O.) J. Ridge, from 35th Siege Battery, Royal Garrison Artillery, Tynemouth, to Royal Garrison Artillery, Londonderry.

Lieutenant (D.O.) H. Castle, from Royal Garrison Artillery, Londonderry, to Royal Garrison Artillery, Weymouth.

Lieutenant Castle should be ordered to join at Weymouth forthwith, and the date of joining of Lieutenant Ridge should be reported to this office.

Hd. Qrs. No. 50529 (A).

511.—*Railway Warrants.*

With reference to War Office letter No. 14/General No./5601 (Q.M.G.F.A.), dated 4th February, 1915, circulated under this office No. 47911 (Q.), dated 8th February, 1915, the conditions under which free railway warrants may be issued to soldiers visiting relatives, &c., are as follow:—

- (i) The soldier must have been summoned to his home.
- (ii) The expense involved must be such that the soldier could ill afford to bear.

- (iii) The concession must be strictly limited to cases of grave and urgent illness, or death, of a parent, wife, or child.
- (iv) The genuineness of each case must be duly certified by a medical attendant. If the necessary certificate is not forthcoming at the time of issue of the warrant, it should be afterwards obtained.

In future, all warrants issued under the above quoted authority will be endorsed with a certificate that the conditions as set out at (i), (ii), and (iii) of this order have been fulfilled.

Hd. Qrs. No. 47911 (Q).

B. FIELD, *Major-General,*
i/c of Administration, Irish Command.

IRISH COMMAND ORDERS.

BY MAJOR-GENERAL B. FIELD, C.B., COMMANDING THE
 TROOPS IN IRELAND.

Headquarters, Parkgate, Dublin, 17th April, 1915.

GENERAL STAFF.

518.—*Corps of School of Musketry.*

Instructions have been received from the Army Council that re-enlisted non-commissioned officers, formerly belonging to the Corps of the School of Musketry, Hythe, who have been given temporary rank above that which they held on re-enlistment, will, upon transfer to another station, revert to their effective rank.

This will not debar a non-commissioned officer from re-appointment to a higher temporary rank at his new station should he be selected for such promotion.

Authority, War Office letter No. 104/General Number/3568 (M.T. 2), dated 15th April, 1915. Hd. Qrs. No. 44273 (G).

M. GREEN, *Brigadier-General,*
General Staff.

ADMINISTRATIVE.

519.—*Commissions.*

As it would appear that there has been some misunderstanding regarding the application of Irish Command Orders Nos. 294 and 441, dated 2nd March, 1915, and 30th March, 1915, respectively, it has been notified by the Army Council that the former had reference to the promotion to second-lieutenancies of warrant and non-commissioned officers who are serving in the Regular Army on ordinary twelve years' engagements, while the latter dealt with the appointment to commissions in the Special Reserve of Officers or to temporary commissions in the Regular Army of soldiers who have enlisted for the period of the war or are serving in the Territorial Force.

Authority, War Office letter No. 100/General Number/2316 (M.T. 3), dated 14th April, 1915. Hd. Qrs. No. 45827 (M.S.).

520.—*Postings.*

(i) Major F. M. Fox, Royal Army Medical Corps, has been posted to Dublin District for duty forthwith.

Arrival report should be rendered to this office.

Authority, War Office telegram 56627/16 (A.M.D. 1), dated 15th April, 1915. Hd. Qrs. No. D.D.M.S./5947.

(ii) Major D. Avis, Royal Army Medical Corps, has been posted to the Cork District, for temporary duty, from the 19th April, 1915.

Arrival report should be rendered to this office.

Authority, War Office telegram 56758/7 (A.M.D. 1), dated 14th April, 1915. Hd. Qrs. No. D.D.M.S./5900.

521.—*Transfer.*

Approval has been given for the transfer of Major A. W. H. Bull, from 5th (Service) Battalion Connaught Rangers to the 9th (Service) Battalion King's Own Shropshire Light Infantry, Bush Camp, Pembroke

Dock, and he should be ordered to join on the termination of his medical board leave.

Hd. Qrs. No. 49533 (A).

B. FIELD, *Major-General,*
i/c of Administration, Irish Command.

ORDERS BY MAJOR-GENERAL H. GRAFTON, C.B.,
COMMANDING ALDERSHOT.

Aldershot, Saturday, November 7th, 1914.

1.—*Duties.*

Field Officer of the Day to-morrow.—Captain R. Dalton, 12th Reserve Regiment of Cavalry, Warburg Barracks.

2.—*Ranges.*

The new classification range 1B at Ash may be taken into use from this date. (C.R. A.C. 50680.)

3.—*District Courts-Martial.*

(1) The district court-martial, of which Major H. Gray, 1st Reserve Regiment of Cavalry, is president, is hereby dissolved.

(2) Major J. Cooke, 2nd Reserve Regiment of Cavalry, is placed at the disposal of the A.D.S. and T., Aldershot Command, for court-martial duty on the 9th November.

4.—*Funeral.*

The funeral of the late Second-Lieutenant T. Doyne, London Electrical Engineers (T.F.), attached to the Royal Aircraft Factory, will leave the mortuary (near Town Hall), South Farnborough, at 11 a.m. on 9th November. The Army Service Corps will furnish a gun carriage, and the Officer Commanding 7th (S.) Battalion King's Royal Rifle Corps, has been directed to furnish the firing party.

5.—*Canteens.*

Officers commanding units will at once notify the names of their canteen contractor for dry goods to the Chief Inspector of Foods, Local Government Board, Whitehall, S.W. These instructions apply to the tenants of canteens and to any caterers who may be employed in connection with the feeding of the troops. (W.O. letter 103/Gen. No./1309—Q.M.G. 6—dated 4th November, 1914. C.R. A.C. 50560.)

6.—*Clothing (Allowance for Alterations).*

Fitting allowance, as follows, may be charged when alteration to civilian pattern riding breeches is actually carried out:—Military labour, 6d. per pair; civilian labour, 9d. per pair. (W.O. letter A.C.D./Cavalry/1061—R.A.C.D.—dated 4th November, 1914.)

7.—*Clothing and Necessaries.*

Indents for clothing and necessities for recruits joining from time to time will be forwarded to the Chief Ordnance Officer, Field Stores, at once, and arrangements made to draw these items without waiting for the allotted working day.

8.—*Horse Rugs.*

With reference to Command Order 9 of the 12th October, horses are only to be clipped trace high, and consequently will not be supplied with horse rugs unless picketed in the open.

9.—*Hutments.*

As huts are completed the Chief Engineer will inform the Assistant Quartermaster-General, who will arrange at once with the District Barrack Officer to have them furnished. No huts will be taken into use until authority for their occupation has been given by the Assistant Quartermaster-General.

C. DOYNE, *Major, D.A.A.G.*

NOTICES.

Voluntary Evening Services (Presbyterian).

St. Andrew's Church, Queen's Avenue, on Sunday, at 6.30 p.m.; Victoria Road Church, Aldershot, on Sunday, at 6.30 p.m.

Recreation.

The hall recently used as the Hale and Heath End Constitutional Club has been closed as such, and is now placed at the disposal of soldiers and sailors for recreation purposes from the 7th November. Admission free. This hall will be open at 6 p.m. to 8.30 p.m. each evening, except Saturdays and Sundays, when it will be open at 3 p.m. to 8 p.m. Games (including billiards) are available, and light refreshments may be had at small charges. A piano is available for concerts which will be held every Saturday.

ORDERS BY MAJOR-GENERAL H. GRAFTON. C.B.,
COMMANDING ALDERSHOT.

Aldershot, Monday, November 16th, 1914.

1.—*Chaplains* (Officiating Clergy).

The Reverend A. Hill has been appointed officiating Wesleyan clergyman to the troops quartered at Frensham, with effect from 11th October.

2.—*Arms.*

All small arms that may be received from casualties (sick and wounded), from the Expeditionary Force, will be returned to the Chief Ordnance Officer, Field Stores, and, after overhaul, will be re-issued as may be necessary to Reserve units. (W.O. letter 121/Stores/496—Q.M.G. 9—dated 12th November, 1914. C.R. A.C. 51053).

3.—*Musical Instruments.*

All indents for musical instruments now with the Chief Ordnance Officer, Field Stores, have been can-

celled. Fresh indents will be put forward by units requiring musical instruments, showing the numbers already on charge.

4.—*Body Bands.*

It has been decided that until further orders, each man proceeding on active service shall be supplied with a "Body Band" before embarkation. Units will therefore indent on the Chief Ordnance Officer, Clothing Dépôt, Field Stores, for the numbers required to complete men actually under orders. (W.O. letter A.C.D./38/623—R.A.C.D.—of 13th November, 1914.)

5.—*Clothing.*

Command Order 7, dated 12th November, is cancelled.

Clothing withdrawn from men discharged as medically unfit, or for other causes, will be taken into regimental store and re-issued to other men of the unit.

6.—*Accounts Supplies.*

A system of delivery notes will shortly be introduced in connection with the issue of groceries and forage, and these notes must accompany all consignments. Delivery note books will be supplied to canteen managers and Army Service Corps forage issuers, who will open a separate book for each accounting unit. Delivery notes will be made out in duplicate, one to be signed by the issuer and handed to the representative of the unit, the other to be signed by the unit's representative and retained by the issuer. Officers commanding units will detail an officer to inspect supplies on arrival, and compare the quantities received with those shown on delivery notes. At the end of each accounting period, officers commanding units will forward their copies of delivery notes to the officer in charge of supplies for record purposes.

C. DOYNE, *Major, D.A.A.G.*

NOTICES.

Lecture.

Lieutenant-General B. Fraser, M.V.O., D.S.O., has

kindly consented to lecture on "The War in France," at the Prince Consort's Library on the 20th November, at 5.15 p.m. Only officers will attend this lecture, and no one will be admitted without a ticket. All available tickets will be issued in due course. Officers present are to wear uniform and are requested not to smoke.

ORDERS BY MAJOR-GENERAL H. GRAFTON, C.B.
COMMANDING ALDERSHOT.

Aldershot, Tuesday, November 17th, 1914.

1.—*Civilian Subordinates.*

(1) With reference to Command Order 3 (iv.) of the 14th August, if the total hours worked in a week of seven days by an office-keeper or a messenger exceed seventy, he may be paid an additional 3s. 6d. (three shillings and sixpence) for that week. This additional payment will be with effect from the 1st November, and on the same conditions as the grant of Sunday pay. (W.O. letter Gen. No. 6/5098—M.G.O.F.—dated 2nd November, 1914. C.R. A.C. 46482 (A)).

(2) With reference to Command Order 8, 1 (b), of 12th September, the words "subject to the proviso that the total amount of paid overtime in respect of any week, including Sunday, shall not exceed a maximum of 24 hours," are hereby cancelled, with effect from the 1st November. (W.O. letter Gen. No. 6/5098—M.G.O.F.—dated 9th November, 1914. C.R. A.C. 46482/2 (A)).

2.—*Discharges.*

It is most important that during the present emergency all discharges of invalids should be carried out correctly and on the proper Army Forms. Officers commanding units are therefore to take such steps as will ensure that the proceedings on discharge as medically unfit for further service are invariably properly prepared and completed in every respect, the signature of

the man obtained where necessary, and his place of residence recorded on Army Form B268 before he is sent home. The proceedings of medical board, together with all other necessary documents, will invariably be enclosed in the discharge documents and despatched to the officer in charge of records concerned for transmission to Chelsea, in accordance with the instructions contained on the back of Army Form B 268. (W.O. letter 19/Art/1457—A.G.2B—dated 12th November, 1914. C.R. A.C. 51060.)

3.—*Dungaree Clothing.*

It has been decided to include a suit of dungaree in the present scale of clothing for all men of Mechanical Transport, A.S.C., at home. Arrangements have been made for early supply by contractors direct to units as the clothing is required. All requirements will accordingly be indented for from the Chief Ordnance Officer, Field Stores, Aldershot. Local provision will not be resorted to. (W.O. letter A.C.D./London/152—R.A.C.D.—dated November, 1914.)

4.—*Clothing (Canvas Trousers).*

A limited supply of canvas trousers is available for wear over those of "emergency blue" pattern which are wearing out. Indents for the actual number of pairs required will be forwarded at once to the Headquarters Office (A.D.O.S.) (C.O.O., R.A.C.D., 1/17471, of 13th November, 1914.)

5.—*Billeting.*

All billeting charges will be paid by company officers and claimed at Form 3 of their pay and mess books, supported by Army Book 123M, duly receipted. Officers commanding units are responsible for seeing that these charges are promptly paid by their company officers. Although in accordance with the Army Act payment must be made every four days, *if required*, it may be found possible to arrange mutually for payment at a less frequent interval, *e.g.*, weekly, or in the case of public

buildings even longer intervals, but care will be taken to effect payment before the troops leave the premises, if possible.

C. DOYNE, *Major, D.A.A.G.*

ROYAL ENGINEERS' REGIMENTAL ORDERS.

Aldershot, Thursday, 6th August, 1903.

1.—*Forage Inspection.*

Attention of subaltern officers is called to 1st Army Corps Standing Orders, Sec. XI., paras 9 to 18, particularly 10, 12 and 13.

2.—*Electric Light.*

All complaints regarding the electric light should be reported daily before 8.0 a.m. to the Quartermaster.

3.—*Horse and Stable Management.*

A fresh series of lectures and instruction on Stable Management, etc., will commence under Lieutenant L. Andrews to-morrow. O.C. Units will arrange for the same N.C.O.'s and drivers, as far as possible, to attend daily at 9.0 a.m., and will forward to Lieutenant L. Andrews by 9.0 a.m. to-morrow, a list of N.C.O.'s and men who will attend these lectures.

4.—*Employment.*

Two vacancies exist for wardens at Longmoor Rifle Ranges, Woolmer, pay 21s. per week and clothing, no quarters. O.C. Units will forward to Orderly-room as early as possible the names of any N.C.O.'s or men due for discharge or transfer to Army Reserve, who are desirous of and recommended for this employment.

5.—*Schools.*

Until further orders, School Parades will be discontinued. N.C.O.'s and men attending school will go straight to the school at the appointed hours. The roll

will be called in school. The Orderly-Corporals of Units will mark up all casualties on the School Rolls, which will be placed in the Guard Room before the afternoon school hours. The Regimental Orderly-Sergeant will take the School Rolls to the school at the afternoon hour for attendance; he will also report to the Schoolmaster in charge at 6.40 p.m.

6.—*Ground.*

A defective lyddite shell will be destroyed in the Long Valley at 6 a.m. on the 29th inst. Troops are to be kept clear of the ground.

..... *Capt., R.E.*

Adjutant, R.E. Troops.

BATTALION ORDERS.

BY LIEUT.-COLONEL C. LANE, COMMANDING 1ST FLINT-SHIRE REGIMENT.

Cork, Saturday, 27th December, 1903.

No. 1.—*Detail.*

Subaltern of the Day, to-morrow:—Lieutenant H. J. Plummer.

Subaltern of the Day, on Monday:—Second-Lieutenant H. Hall.

Captain for ensuing week:—Captain A. Lang.

Brigade-Captain on Monday:—Captain B. Hall.

Officer for duty at R.C. Church at 11 a.m.:—Second-Lieutenant Phillips.

No. 2.—*Divine Service.*

The Battalion will attend Divine Service to-morrow as follows:—

Church of England, parade 11.10 a.m., service at 11.30.

Roman Catholic, parade 8.30 a.m., service at 9 a.m.

Wesleyans, parade 9.45 a.m., service at 10.30.

Baptists, parade 9.45 a.m., service at 11 a.m.

Presbyterians, parade 10.40 a.m., service at 11 a.m.

No. 3.—*Routine.*

Fire Company for remainder of current week and for January, 1903, "A" Company. Fire Piquet Company for above period, "B" Company. The O.C. "B" Company will detail one sergeant, one corporal, and 18 men of his company to be in readiness in case of fire. These men will get under arms, and at once proceed to the scene of the fire, provided the daily piquet is not available for this purpose.

No. 4.—*Parades.*

8.50 a.m. on Monday, Adjutant's parade. Clean fatigue dress.

11.15 a.m., C.O.'s parade, dress drill order, musketry.

2 p.m., Recruits under the musketry officer. Drill order.

All N.C.O.'s will attend the 2 p.m. parade. Drill order.

No. 5.—*Army Reserve.*

The C.O. will assess the character of No. 5719, Pte. McBride, "C" Company, at office hour on Monday. This man will be transferred to the Reserve with effect from 30-12-03, and struck off the strength of the Battalion accordingly. Accounts to be closed up to and for 29-12-03, A.F. O 1814 to be rendered by office hour 29-12-03.

.....Lieut., Adjt.,
1st Flintshire Regt.

G

DETACHMENT ORDERS.

BY COL. J. HILL, COMMANDING ARMY SERVICE CORPS.

Aldershot, May 7th, 1904.

206.—*Detail.*

Orderly Officer to-morrow:—Lieut. E. Gaunt.

Orderly Officer next for duty:—Sec.-Lieut. C. Grant.

Transport W.O. to-morrow:—S.-S.-M. Harrison.

207.—*Barrack Inspection.*

The C.O. will inspect barracks on Saturday, at 11.15 a.m., beginning at "A" Block, A.S.C. Barracks, and ending at "I" Block, A.S.C. Barracks.

The Second-in-Command will inspect Barracks, at the same time and date, commencing at "B" Block, Barrosa Barracks, and ending at "H" Block, Barrosa Barracks.

208.—*Court of Enquiry.*

A Court of Enquiry, composed as under, will assemble in 16 Company's Office to-morrow, 8-5-04 (time to be arranged by the President), to enquire into damage caused to an Ambulance on charge of 16 Company. All evidence to attend.

President: Captain H. F. Knox. Members: Lieut. E. F. Page and Lieut. H. Farmer.

Proceedings to this office by 9 a.m., 9-5-04.

209.—*"London Gazette."*

The following extract from the "London Gazette," May 4th, 1904, is published:—"Army Service Corps.—The following officers are transferred on probation, dated 1st April, 1904:—Captain C. Pearson, K.O.S.B., Lieut. R. James, Suffolk Regiment, with the temporary rank of captain."

210.—*1st Army Corps Training (Canteen Arrangements).*

The following canteen arrangements have been made for companies proceeding on 1st Army Corps training:— One quart of beer per man will be on the ground at Hankley Common for 48 Coy., also a van for the sale of minerals and tobacco. The same applies to 51 and 52 Coys., at Royal Common, and 55, 58 and 4 Coys. at Frensham. No. 36 Coy. will draw their beer from the wagon which also supplies the Heavy Brigade Artillery. No. 20 Coy. will draw beer from the Cavalry Brigade wagons at Frensham. O.C. Coys. will inform the Canteen Manager at once of the number of haversack rations they will require daily, and also the number of quarts of beer, minerals, etc. Haversack rations will be issued free (on requisitions signed by O.C. Companies) for such N.C.O.'s and men as are on duty with water carts, etc., on Field Days, and all N.C.O.'s and men who are going out to Camp on the 10th inst.

211.—*Horses (Transfer of).*

The following transfer of horses has been approved, with effect from 2-8-04:—D/97329 from 4 Coy., to 2/Durham L.I., D/65243 from 2/Durham L.I., to 4 Coy., A.S.C.

212.—*Clipping Machines.*

Applications for Clipping Machines, and any correspondence relating to the use of these articles, will in future cases be sent to the R.-Q.-M.

.....*Captain,*

Adjutant, A.S.C.

BATTALION ORDERS (PART II.).

BY LIEUT.-COLONEL A. E. BROWN,
COMMANDING 3RD BATTALION LEINSTER FUSILIERS.

Aldershot, 4th May, 1912.

Part II.—No. 17 of 1912.

Sub. No. of Order.	Co.	Regtl. No.	Rank & Name.		Casualty, etc.
1	B	6543	Cpl.	Brown, J.	Promoted to rank of sergeant, 3—5—12.
2	H	8972	L.-C.	Jones, H.	Transferred to G Co., 3—5—12. Promoted corporal, 3—5—12.
3	A	5724	Cpl.	Smith, T.	Transferred to B Co., 3—5—12.
	C	9763	Pte.	Dooley, A.	Admitted to hospital, 1—5—12.
	H	8675	Pte.	Lawson, P.	Admitted to hospital, 3—5—12.
4	A	9164	Pte.	Smiles, H.	Admitted to hospital, 1—5—12.
	G	9182	Pte.	Rooney, M.	Awarded 3rd Class Certificate of Education, 1—5—12.
	G	9229	Pte.	James, L.	Awarded 3rd Class Certificate of Education, 1—5—12.
5	A	9164	Pte.	Smiles, H.	Awarded 3rd Class Certificate of Education, 1—5—12.
	G	9182	Pte.	Rooney, M.	Granted Proficiency Pay, Class II., 1—5—12.
6	E	7361	Sgt.	Cahill, P.	Granted Proficiency Pay, Class I., 1—5—12.
7	D	9889	Pte.	Rowley, B.	Passed (with distinction) School of Musketry, Hythe, 15—4—12.
					Sentenced to 28 days detention by D.C.M., dated 30—4—12.

T. M. SHARPE, Captain and Adjutant,
3rd Bn. Leinster Fusiliers.

CHAPTER VIII.

HINTS ON COMPOSITION.

Composition is the art of placing words together to form sentences.

In our everyday life we are constantly putting sentences together, but the sentences which we all speak and write vary considerably. Some are clumsy or slipshod, others graceful or neat. Some are agreeable to read, others are dull and wearisome.

1. The chief thing necessary for a composition to be agreeable or pleasant to read is that it should be *natural*.

Think clearly, then write as you would speak. There should be no noticeable straining after effect. Remember that the best word is usually the simplest word, that the use of pompous, high-sounding language is a mistake, and usually results in a stiff, stilted, unnatural style.

2. Sentences should be perfectly *clear*, and *clearness* is gained by being *simple*. Avoid therefore (a) too learned or "hard" words, (b) roundabout ways of saying in many words what can be expressed equally well in few.

(a) For example, we should prefer

abuse	to vituperation.
think	„ cogitate.
begin	„ commence.
throw down	„ precipitate.
change	„ metamorphosis
neighbourhood	„ vicinity.
huge	„ colossal.

(b) Instead of : —

A sanguinary engagement	write a bloody battle.
Finny denizens of the deep	„ fish.
At the expiration of three days	„ at the end of, etc.
In all human probability	„ most likely or most probably.
Incur the danger	„ run the risk.
The nasal organ	„ nose.
Accepted signification	„ usual meaning.
Skilful agriculturist	„ good farmer.
In the affirmative	„ yes.

This caution as to the use of "hard" words is not intended to prevent their employment altogether. Should it become needful to use them at any time, make sure of their proper significance. Never trust to your own idea of the meaning of a word which you may have picked up from habit or example alone, but make it an invariable rule to consult a good dictionary before using any word about which you have the least doubt.

In our composition we usually reproduce such words and sentences as we have previously seen or heard.

The steady reading of the best authors, including good, healthy novels, and articles in the chief newspapers and magazines will therefore greatly improve the vocabulary. Striking passages—those which arrest the attention as being finely, or nobly, or powerfully expressed—should be read over and over again, and some of them should be committed to memory. Unusual words should be noted, and where any doubt exists as to their exact meaning they should be found in the dictionary.

This sort of study will furnish the student with a large stock of suitable words and striking phrases, and he will never be at a loss for the right word to express his meaning.

Reading aloud will be found very helpful in securing a store of good language, for not only does every word demand attention, but also it helps the reader to memorise many of the author's phrases.

3. Sentences should be written in pure English.

(a) We should avoid the use of foreign words and phrases when English ones exist to express the sense.

It is a mark of affectation to use such words as "*amour propre*" (self-respect); "*à propos*" (with reference to); "*congé*" (dismissal); "*énute*" (quarrel); "*au fait*" (up to the mark); "*confrère*" (partner or associate); "*raison d'être*" (reason for a thing's existence).

(b) We should avoid the use of slang expressions or *vulgarisms*, such as *awfully* for "very"; *he don't* for "he doesn't"; to be *sat upon* for "blamed" or "censured"; *rot* or *bosh* for "nonsense"; *that angry* for "so angry"; *fed up* for "disgusted."

(c) Obsolete or old-fashioned words such as *beholden*, *methinks*, *peradventure*, *vouchsafe*, *behoof*, etc., should not be used.

4. One of the chief points to be studied in composition is variety.

Vary both the length and the form of your sentences. Whilst, on the one hand, a continuous string of short, jerky sentences, similar in structure, and each beginning with the same word, has a very wearisome effect; on the other hand, long, involved, or obscure sentences are equally objectionable. Whenever a sentence becomes long at the expense of clearness, it should be cut up into several shorter ones.

Carefully avoid tacking sentences together by the never-varying "*and*." When sentences have to be linked together make judicious use of such connecting words as "*yet*," "*again*," "*nevertheless*," "*however*," etc. In describing some process or course, follow on with such words as "*further*," "*next*," "*again*," "*after this*," "*finally*," etc. Try to begin with a different word each time.

Avoid the too frequent use of the same word in a piece of composition, and do not use the same word in different senses in the same sentence; as, "He could not account for the error in the account," "This man of rank and fortune joined the ranks as a trooper," "It fell out that the thieves fell out when sharing the plunder."

5. Be careful to arrange the words and phrases in their right places in your sentences.

We often find words so badly arranged in a sentence as to give a meaning totally different from what was

intended. Here are some very funny examples of misplacements:—"A piano for sale by a lady with carved legs," "He blew out his brains after bidding his wife farewell with a gun," "The Board recommends the erection of a number of barrack rooms large enough to accommodate 800 men two storeys high," "Erected to the memory of Corporal John Smith, who was accidentally killed as a mark of affection by his comrades." "It is said that when he died General Dashbrook spoke at least ten languages."

6. Place the adverb as near as possible to the word or words which it modifies.

The following error is frequently met with:—"Such and such an industry is chiefly carried on at, etc.," whereas the correct expression should be "carried on chiefly at, etc.," because the adverb is used to show as clearly as possible where the industry is engaged in on the largest scale, and not the *manner* in which it is carried on. "It only costs a penny," is often heard from children. As the word "only" is used for the purpose of calling attention to the cheapness of the article it should be used after "costs." "Football is only played in winter," here "only" should follow "played." "His success was more the result of luck than of skill," in this case "more" should follow "luck." "She not only found him working, but comfortable and happy as well." As "not only" belongs to "working," it should read "not only working."

Only. This adverb must be placed immediately before the word it is intended to modify.

Observe the difference its position makes in the following sentences:—

(1) "*Only* she consented to sing the first verse of that song."

Here "only" is not an adverb but an adjective qualifying the pronoun "she." It means that no other person consented, only she.

(2) "She *only* consented to sing the first verse of that song."

Here "only" is an adverb modifying the verb "consented"; and the meaning is that she merely or only consented, but did not carry it out.

(3) "She consented *only* to sing the first verse of that song."

She did not consent to play, or read the first verse, but *only* to sing it. Here "only" is an adverb modifying "to sing."

(4) "She consented to sing *only* the first verse of that song."

Only the first verse, no other verse. Here "only" is an adverb modifying the adjective "the first."

(5) "She consented to sing the first verse of that song *only*."

The first verse of no other song, only that one. Here "only" is an adverb modifying the phrase "of that song."

7. The use of a preposition at the end of a sentence is awkward and should be carefully avoided.

Sentences ought to be so arranged as to produce the most powerful impression on the reader. The positions of emphasis are at the beginning and the end of a sentence. For this reason we should not commence with a conjunction, or finish with a preposition. It is better not to write (though we may say) "This is the house I live in," or "That was the place it came from." In all such instances we should write "This is the house in which I live," "That was the place from which it came."

8. Be very careful in the use of pronouns.

If the same pronoun be used for more than one thing in a sentence, the result is often ambiguous, as, "And when they rose up early in the morning, behold *they* were all dead corpses" (II. Kings, xix. 35). Whenever the meaning of a pronoun in a sentence is in any way uncertain, replace the pronoun by the appropriate noun, as in the following example: "The lad cannot leave his father: for if he should leave his father, *his father* would die" (Genesis, xliv. 22).

9. Avoid the frequent use of "it."

Cobbett says "Never put an 'it' upon paper without thinking well what you are about. When I see many

'its' in a page, I always tremble for the writer." The teacher who said "Never use a preposition to finish a sentence up with, it weakens it," meant well, but expressed himself badly.

PUNCTUATION OR THE RIGHT USE OF STOPS.

Stops or points are used to divide one sentence or one part of a sentence from another, for the purpose of determining the sense and to help the reader's eye.

Much confusion is caused by using wrong stops, or by putting them in the wrong places, or by leaving them out where they are wanted.

Punctuation is therefore an important element in composition.

The first and great rule of punctuation is—**use plenty of full stops.** For the beginner, at any rate, short sentences are preferable to long ones.

The **full stop** is used :—

(1) To mark the close of a sentence, except where the sentence is in the form of an interrogation or exclamation, when a note of interrogation or exclamation is used.

(2) After abbreviations and initials; as Maj.-Gen. H. B. Browne, C.B., D.S.O., R. Eng.; 4oz.; etc., the Rt. Hon. William T. Smith.

If the last letter is given, the stop is sometimes not used; as Mr Jones; Dr Black; Messrs Dobson and Sons.

The **colon** is used :—

(1) To introduce an additional remark in explanation of a previous one, or one that may be regarded as an afterthought :—

"Strive above all things, in whatever station of life you may be, to preserve health: there is no happiness in life without it."

(2) To introduce a list of things, it is then usually followed by a dash:—

“He reported:—20 killed, 136 wounded, and 45 prisoners.”

“The man was supplied with the following:—two shirts, two pairs of socks, a pair of trousers, and a towel.”

(3) To introduce a quotation or a formal speech. Here, too, the colon may be followed by a dash:—

“The Rt. Hon. W. H. Smith on rising said: ‘Mr. Speaker, on this occasion,’ etc.”

“Then Paul stood in the midst of Mars Hill, and said:—‘Ye men of Athens,’ etc.”

The **semi-colon** is used to separate a long sentence when, for reasons of sound or of sense, two or more simple sentences are thrown into one.

“In the youth of a state, arms do flourish; in the middle age of a state, learning; and then both of them together for a time; in the declining age of a state, mechanical arts and merchandise.”—*Bacon*.

The semi-colon need hardly be used by the average writer; a full stop will generally serve his purpose.

The use of the semi-colon can be learnt only by studying the practice of the best writers.

The **dash** is used:—

(1) To mark a break or abrupt turn in a sentence:—

“All this he did, and his name was—well, I can't tell you what it was.”

(2) To resume a scattered subject:—

“Health, friends, position—all were lost.”

(3) In place of the old brackets, to mark amplification or explanation (here two dashes are required):—

“This battalion—although but newly raised—advanced to the attack with grim determination.”

Brackets may still be used in the place of the parenthetical dashes, as:—

“He gave to Misery (all he had) a tear,
He gained from Heaven ('twas all he wish'd) a friend.”

Parentheses should be used sparingly, and long ones should be carefully avoided.

The ridiculous use of brackets for cancelling or deleting words should be avoided. Run a line with your pen through any words that you want to cut out.

Double inverted commas are used to mark the beginning and end of a quotation, or the actual words of a speaker :—

"Honour and arms," he cried, "scorn such a foe."

"It stirs the heart like the sound of a trumpet," said Sir Philip Sidney in speaking of the ballad of "Chevy Chase."

If a quotation or a directly reported speech occurs within a quotation, it is marked by **single inverted commas** ; as :

"They gave me," the sentry answered, "strict orders, 'Allow no one to pass through this gate under any circumstances whatever.'"

The **comma** is used to mark a strong pause either in the sense or in the sound.

Considerable latitude is allowed in the use of the comma, but the correct use of it can be acquired only by observing the custom of good writers, and by carefully considering in your own sentences the points where a reader might pause for breath without destroying the sense.

- Professor Meiklejohn says: "There are many pauses which we ought to make in reading a sentence aloud that are not nearly strong enough to warrant a comma."

"It is better to understop rather than to overstop. For example, the first paragraph might have been printed thus: 'there are many pauses, which we ought to make, in reading a sentence aloud, that are not nearly strong enough to warrant a comma.' This is the old-fashioned style ; but such a sprinkling of commas is not at all necessary."

The following are a few special uses of the comma :—

(1) It is used in place of " and " between two or more words of the same part of speech, and after enumerations.

"A sharp, crackling sound was heard" (adjectives).

"Hull, Harwich, and Goole are ports" (nouns).

"We should live honestly, soberly, and industriously" (adverbs).

"Steam propels, elevates, saws, prints, threshes, etc." (verbs).

(2) After the name of a person or persons addressed :

"Sergeant, march in the prisoner."

"But, my lords, this barbarous measure has been defended."

(3) At the commencement of a sentence, after certain adverbs and adverbial phrases, as *however*, *at length*, *at last*, *in fact*, *now*, etc.

"In fact, his work is not as good as mine."

"Perhaps, also, there may be some truth in it."

"In spite, however, of these well meant efforts the plan failed."

Observe the commas in the following passage from "Les Miserables" by Victor Hugo.

"The French army fell back rapidly from all sides at once. The whole bends, cracks, snaps, crashes, falls. Napoleon gallops along the fugitives, urges, threatens, entreats. He is hardly recognised.

"The Prussian cavalry, just come up, spring forward, fling themselves upon the enemy, sabre, cut, hack, kill, exterminate. The French crush and crowd; they trample upon the living and the dead. Arms are broken. A multitude fills roads, paths, bridges, plains, hills, vallers, woods, choked up by the flight of forty thousand men. Cries, despair; knapsacks and muskets cast into the growing corn; no more comrades, no more officers, no more generals."

A **note of exclamation** is used after words denoting any sudden expression of feeling such as wonder, pain, sorrow, fear, etc.

"Alas! I cannot go."

"To arms! cried Mortimer, and couch'd his quivering lance."

"Again! Again! A ain! and the havoc did not slack."

A **note of interrogation** is used after a sentence which asks a question.

"Who buys a minute's mirth to wall a week?

Or sells Eternity to get a toy?

For one sweet grape, who will the vine destroy?

Or what fond beggar, but to touch the crown,

Would with the sceptre straight be stricken down?"

—Shakespeare.

The **apostrophe** is used to show that some letter or letters have been omitted: The Hon'ble (*Honourable*); 'tis (*it is*); ta'en (*taken*); e'en (*even*); don't (*do not*), etc.; and in all instances of the possessive case of nouns.

Capital letters are used:—

(1) For the first letter of a sentence after a full stop or a note of interrogation.

(2) For all proper names, names of days and months, and the name of the Deity.

(3) For certain short words, viz., I, O, Oh, Ah.

(4) For the first letter of a quoted speech or sentence.

(5) For the first letter of every line of poetry.

(6) For the first letters of titles of officer or honour.

(7) For all the important words in the titles of books or plays, etc., as:—

"An Inquiry into the Sublime and Beautiful."

"A Tale of Two Cities."

(8) For all proper nouns and the adjectives derived from them, as—

England, the English people; the Italian water-bottle; the Lee-Enfield rifle; Palliser shot; Napoleonic, Spanish, etc.

CHAPTER IX.

SPELLING AND TECHNICAL TERMS.

There is no royal road to correct spelling. Many clever and well-educated men and women never learn to spell, even notable writers occasionally leave their spelling to the care of the printer. It is a remarkable fact, too, that more than half the candidates examined for Civil Service appointments—candidates from all kinds of schools and colleges throughout the Kingdom—fail in this subject in the preliminary examinations, and of the total failures ninety per cent. are due to bad spelling.

Where does the fault lie? Not with any bad system of teaching or carelessness of schoolmasters or from the incapacity of individuals, because the weakness is too universal. The fault lies with the English language itself. Our language has grown up without any guidance, it does not possess nor ever did possess any uniform system of writing down the sounds which compose it, and is for this reason full of inconsistencies—pitfalls for the unwary.

Lord Lytton forcibly says:—"A more lying, round-about, puzzle-headed delusion than that by which we confuse the clear instincts of truth in our accursed system of spelling was never concocted by the father of falsehood."

Professor Meiklejohn states:—"One of the cleverest women I ever knew said, in writing to a friend, that she 'had pursued spelling all her life and had never overtaken it,' and she spelt *pursued* with a *p-e-r*."

If the path of spelling is so crooked and so full of pitfalls, how shall we keep straight in it? Rules cannot be depended upon to guide us properly—a few of the

most useful are given below, but some of these contain many exceptions, and are likely to fail us at the critical moment.

The only way is to train the eye to the *look* of words. Reasoning will not help us a little bit. Because *p-o-u-r* spells *pour*, it does not follow that *door* is spelt *d-o-u-r* and *floor* is spelt *f-l-o-u-r* and *shore* *s-h-o-u-r*, and so on, with absurdities innumerable. One of our greatest authorities on Anglo-Saxon—Professor Skeat, of Cambridge University—says, “There is now only one rule—a rule which is often carefully but foolishly concealed from beginners—namely, to go entirely by the LOOK of a word, and to spell it as we have seen it spelt in books.”

Bearing in mind, then, that spelling is mainly *eye* work, and that in order to remember we must *see*, and *see* frequently, all words in which the writer makes mistakes, or of which he is in doubt, should be entered in a book and re-written as often as possible. It is an excellent plan to try and catch the mind unprepared for a spelling lesson, as it were, by jotting down weak words in spare moments, and afterwards comparing them with the correct list. By this means the eye will get accustomed to the look of words, and in time the spelling will improve.

EIGHT SPELLING RULES.

Rules of spelling which are likely to be of use are here given.

RULE 1.—Words ending in a single *l* double the *l* when adding a syllable:—

apparel	apparelled	jewel	jeweller
barrel	barrelled	label	labelled
cancel	cancelled	libel	libelled
chisel	chiselled	marshal	marshalled
duel	duelled	court-martial	court-martialled
enamel	enamelled	model	modelled
equal	equalled	quarrel	quarrelling
gambol	gambolled	shovel	shovelling
initial	initialled	travel	traveller

EXCEPTIONS.—Parallel makes paralleled, unparalleled.

RULE 2.—Words ending in *e* drop the *e* when adding a syllable commencing with a vowel, but keep it before a syllable commencing with a consonant.

“e” dropped before vowel.

abate	abating
blame	blamable
care	caring
defile	defiling
excite	exciting
fire	firing
hope	hoping
move	movable
name	naming
parade	parading
share	sharing
state	stating
tire	tiring
value	valuable

“e” kept before consonant.

abatement
blameworthy
careless
defilement
excitement
fireman
hopeful
movement
nameless
statement
tireless
valueless

EXCEPTIONS.

abridge	abridgment
acknowledge	acknowledgment
judge	judgment
awe	awful
nine	ninth

due	duly
true	truly
while	whilst
woe	woful
singe	singeing

RULE 3.—Words ending in *ce* and *ge* retain the *e* before *able* and *ous*:—

advantage	advantageous	outrage	outrageous
change	changeable	peace	peaceable
charge	chargeable	trace	traceable
notice	noticeable	service	serviceable

RULE 4.—Words ending in *ee*, *oe*, *ye*, keep the final *e* before *ing*:—

agree	agreeing	hoe	hoeing
decree	decreeing	shoe	shoeing
flee	fleeing	toe	toeing
free	freeing	dye	dyeing
guarantee	guaranteeing	eye	eyeing

RULE 5.—Words ending in *ie* change *ie* into *y* before *ing*:—

die	dying	tie	tying
lie	lying	vie	vying

RULE 6.—Words ending in *ll* drop one *l* when used with other words or syllables:—

all	almighty	fill	fulfil
"	almost	full	awful
"	already	"	handful
"	although	"	capful
"	altogether	"	careful
"	always	"	fulness
"	withal	"	skilful
"	withdrawal	"	wilful
bull	bulrush	roll	enrol
chill	chilblain	skill	skilful
dull	dulness	till	until
		well	welfare
		will	wilful

SOME EXCEPTIONS.—Miscall, recall, befall, unroll, spellbound, forestall, stillness, foretell, farewell, well-being, holdall.

RULE 7.—On the use of *ie* or *ei*:—

Whenever the rhyme's with *key*, *i* comes before the *e*, unless it follows *c*.

achieve	mischief	reprieve	after "c"
believe	niece	retrieve	—
brief	piece	shield	ceiling
chief	pier	siege	conceive
fiend	pierce	thief	deceive
fierce	priest	wield	perceive
grieve	relieve	yield.	receipt
			receive

EXCEPTIONS.—Plebeian, seize, weird.

RULE 8.—Any sound but that of *key*, the *e* always comes before the *i*.

deign	freight	reign
eider-down	heifer	rein
either	heir	skein
feign	inveigh	surfeit
feint	leisure	veil
forfeit	neigh	vein

**A Spelling List of the chief Technical Terms in use in
the various branches of the Service.**

GUNNERY AND ARTILLERY.

Ammunition	Compressor	Gravity
Apertures	Cone	Grenade
Armament	Cordite	Groove
Armoured train	Corrugated	Guy-rope
Artillerist	Crane	Gyn
Asbestos	Cylinder	Halyard
Automatic	Cylindrical	Handspike
Axial	Deflection	Hermetically
Axis	Density	Hexagonal
Axle-tree	Depression	Howitzer
Batten	Derrick	Hydraulic
Belay	Detonator	Ignite
Bessemer steel	Deviation	Impact
Bight	Diameter	Impetus
Bollard	Diaphragm	Inertia
Bombard	Disc	Initial
Bombardier	Elasticity	Interior
Bowline-knot	Elevation	Interstices
Bore	Enfilade	Lacquer
Braid	Erode	Lanyard
Brake	Erosion	Lever
Breach (wall)	Explosion	Lifting-jack
Breech (gun)	Explosive	Lubricator
Buffer	Extractor	Lyddite
Buoy	Felloe	Magazine
Burrs	Focussed	Momentum
Burster	Fragments	Mortar
Caisson	Friction-tube	Motor
Calibre	Fulcrum	Muzzle
Cam-lever	Funnel	Nave
Canister	Fuze	Notches
Cannonade	Gasket	Oblique
Carrier-rings	Gatling	Obturator
Cartouch	Gauge	Palliser
Centrifugal	Gear	Parbuckle
Combustibles	Gravimetric	Penetrability

Gunnery and Artillery (Continued).

Percussion	Shield	Telemeter
Petard	Shrapnel	Telescope
Polygroove	Sight	Telescopic
Precision	Siege	Terminal
Prematures	Site	Tompson
Preponderance	Skid	Tow-line
Primer	Slew	Trail
Projectile	Slip-knot	Trajectory
Quoin	Snatch block	Transom
Radial	Soldered	Trunnion
Radius	Spindle	Turret
Rafale	Spiral	Velocity
Rammer	Spoke	Wad
Recoil	Sponge	Wadhook
Ricochet	Spun yarn	Wadmiltilt
Rocket	Star-shell	Watkins Range
Rotation	Stencil plate	Finder
Salvo	Tackle	Wedge
Scoring	Tangent	Windage
Segment	Target	Winch
Sheers	Tarpaulin	Wrench

ENGINEERING.

Abatis	Crib-pier	Miner
Adjustment	Curtain	Moat
Altitude	Defensible	Observatory
Approximate	Defilade	Obstacle
Arc	Demolition	Offset
Area	Diagonal	Palisade
Astronomy	Ditch	Parados
Banquette	Electrician	Parallel
Barbette	Elevation	Parallel-ruler
Barometer	Embrasure	Parapet
Barricade	Entanglement	Pawl
Base-line	Entrenchment	Perpendicular
Bastion	Epaulment	Picket
Baulk	Escalade	Pier
Beam-compass	Escarp	Plane
Bearing	Esplanade	Plane table
Bench-mark	Fagot	Plummet
Berm	Fascine	Pontoon
Besiege	Fortress	Prismatic-compass
Blockade	Fougasse	Profile
Blockhouse	Fraise	Proportional-
Bomb-proof	Gabion	compass
Breach	Glacis	Protractor
Breastwork	Gorge	Quadrant
Bridging Train	Guy	Racers
Buoyancy	Hachures	Ramp
Buttress	Hawser	Rampart
Caponiere	Horizon	Ratchet
Casemate	Horizontally	Ravelin
Chess	Hurdle	Rectangle
Clamping screws	Initial levelling	Redan
Clinometer	Intrench	Redoubt
Compass	Invest	Relief
Computation	Ledger	Re-entering
Computing scale	Level	Revetment
Concrete	Linear	Salient
Cordage	Lunette	Sally-port
Counterscarp	Mechanist	Sangar

Engineering—(continued).

Scaling-ladder	Spitlock	Tracer-of-lines
Scarp	Splinter-proof	Traverse
Sextant	Standard-chain	Trench
Siege	Stockade	Trestle
Site	Submarine mine	Triangle
Siting of	Surveyor	Triangulation
Trenches	Tamping	Trigonometrical-
Sortie or Sally	Telegraph	station
Sphere	Terreplein	Variation
Spherical	Theodolite	Vernier
Spirit-level	Topography	Vertical
Standard-chain	Torpedo	Zareba

MEDICAL TERMS.

Abnormal	Congestion	Fever
Abscess	Constipation	Filtration
Acute	Consumption	Flatulence
Adhesive	Contagious	Fluid
Agony	disease	Fomentation
Ague	Contamination	Fracture
Ailment	Contusion	Gangrene
Alcohol	Convalescence	Gargle
Ambulance	Convulsion	Gastric
Analysis	Corrode	Germes
Anatomy	Croup	Gout
Antidote	Crutch	Groin
Antiseptic	Curvature	Gullet
Aperient	Debility	Gutta-percha
Apoplexy	Decoction	Hæmorrhage
Apothecary	Delirious	Hernia
Artery	Dental	Hooping-cough
Astringent	Diabetes	Hydrophobia
Bandage	Diagnosis	Hygiene
Bile	Digestive	Imbecile
Bowels	Dilute	Immersion
Bronchitis	Disinfectant	Indigestible
Bruise	Dislocate	Inebriate
Cancer	Dispensary	Infectious
Carbuncle	Dissection	Inflammation
Catarrh	Dropsy	Influenza
Caustic	Dysentery	Injection
Chilblain	Dyspepsia	Inoculate
Chiropodist	Eczema	Insanity
Chloroform	Effervesce	Intestines
Choke	Effluvia	Isolate
Cholera	Emaciate	Itch
Chronic	Enteric	Jaundice
Coagulate	Epidemic	Kidney
Cohesive	Epileptic	Knuckle
Colic	Eruption	Label
Collapse	Erysipelas	Lacerate
Compound	Febrile	Lancet

Medical Terms—(continued).

Ligature	Pleurisy	Skiagraphy
Liniment	Pneumonia	Small-pox
Lotion	Poison	Solution
Lumbago	Pore	Spasm
Lunacy	Post-mortem	Specific
Malarial	Poultice	Spleen
Mania	Premonitory	Splints
Measles	Prescription	Stomach
Medicine	Probe	Strangulation
Mercury	Pulse	Stretcher
Morbid	Purgative	Stupor
Mortification	Quack	Sulphur
Mortuary	Quinine	Symptom
Muscles	Quinsy	Syringe
Mumps	Recipe	Syrup
Mutilation	Relapse	Tepid
Nerve	Retching	Thermometer
Neuralgia	Rheumatism	Throb
Nitre	Röntgen Rays	Tincture
Numbness	Saline	Tonsil
Nutriment	Saliva	Torpor
Odour	Saltpetre	Tumour
Offensive	Salve	Typhus
Ointment	Sanitary	Ulcer
Ooze	Scald	Vaccinate
Opaque	Scarlatina	Vapour
Opiate	Sciatica	Varicocele
Palpitate	Scrofula	Varicose Vein
Palsy	Scurvy	Wheezing
Paralysis	Septic	Wound
Perspiration	Sinew	
Phlegm	Skeleton	

MOUNTED CORPS.

Breeching	Gauntlets	Pastern
Bridle	Girth	Pharmacy
Bridoon	Glanders	Pommel
Cantel	Ground scouts	Rough-rider
Carbine	Halter	Section
Cavalry	Hames	Serrefiles
Cloak	Harness	Shoeing-smith
Crupper	Headstall	Singeing
Cuirass	Hocks	Snaffle
Cuirassier	Holster	Spavin
Curry-comb	Horse-length	Squadron
Divisional	Hussar	Stirrup
Dragoon	Lance-bucket	Surcingle
Equitation	Lancer	Tether
Farcy	Litter	Veterinary
Farrier	Manège	Wallet
Fetlock	Martingale	Wheeler
Forage	Nose-bag	Withers
Foraging	Numnah	
Gallop	Pannels	

INFANTRY CORPS.

Alignment	Section	Diagonal
Battalion	Mathematical	Diameter
Brigade	figures	Gradient
Column of Route	Angle—acute	Level
Company Column	obtuse	Parallel
Deploy	Arc	Perpendicular
Distance	Circle	Radius
Echelon	Circular	Sector
Interval	Circumference	Tangent
Platoon	Crescent	Triangle
Quarter Column	Curve	Vertical

OTHER TERMS IN GENERAL USE.

Accoutrements	Convoy	Mobilisation
Administrative	Cordon	Orderly
Aeroplane	Counterstroke	Ordnance
Aide-de-Camp	Defile	Parole
Airship	Depôt	Patrol
Ambush	Division	Physical
Army Corps	Feu-de-joie	Pivot
Arraigned	Field officer	Railhead
Artificer	Fusilade	Reappropriation
Automatic	Horse power	Regular
Base of	Indent	Rendezvous
operations	Initiative	Requisition
Billet	Intercom-	Strategy
Bivouac	munication	Subaltern
Censorship	Inventory	Tactics
Ceremonial	Machine	Theatre of
Chevron	Magazine	operations
Cipher	Manœuvre	Transport
Combatant	Manual	Train

CHAPTER X.

THE MEANINGS OF MILITARY TERMS IN COMMON USE.

FIRE.

GENERAL TERMS.

<i>Term.</i>	<i>Explanation.</i>
Concentration of fire	The directing of a volume of fire on one particular portion of the enemy's line. Its value lies in the demoralising effect it produces owing to the heavy loss it inflicts at the point at which it is directed.
Dead ground	Any ground which cannot be struck by missiles fired by defenders of a position owing to the formation of the intervening country.
Distribution of fire	The method of directing fire so that it may be scattered over several objects.
Fire, kinds of :	
Converging fire	Fire aimed at one target from different points.
Covering fire	Fire delivered from the rear or flank by a special body of troops to keep down the fire of the attacked during the advance of the attacking body. It also includes fire delivered by portions of a line with a view to assisting the advance of the remainder.
Effective fire	Fire which has the desired result upon the target.
Frontal fire	Fire which is delivered directly to the front.

FIRE—continued.

<i>Term.</i>	<i>Explanation.</i>
Grazing fire	When the angle of the fall of the bullets is the same as the slope of the ground and the missiles sweep along its surface the fire is called grazing.
Oblique fire	Fire directed on a target in a slanting direction, <i>i.e.</i> , not directly to the front.
Rapid fire	Fire delivered as quickly as the nature of the rifle admits.
Reverse fire	Fire so directed that the bullets strike the target in rear.
Fire Control	Is the duty of junior officers and non-commissioned officers, and consists in giving ranges to and pointing out targets to the fire units, and seeing that their men adjust their sights to the range given. It further consists in regulating the volume of fire, the accurate passing of all orders and information, and in the cavalry and infantry the collecting of ammunition from casualties and its redistribution.
Fire Discipline	The training of men so that they will instinctively carry out all orders of fire unit commanders, and in the absence of orders adjust their sights and fire with due regard to the tactical situation.
Fire Effect	The effect on the target resulting from the fire aimed at it.
Masked Fire	Troops (guns or rifles) in a position whence they could employ fire effectively against an enemy, but for the fear of causing casualties to their comrades, are said to have their fire masked by these latter troops.
Observation of Fire	Watching the effect of the fire on the target.

FIRE—continued.

<i>Term.</i>	<i>Explanation.</i>
Superiority of Fire	The means of pouring a more destructive fire into the enemy than he can bring to bear on you. Under ordinary conditions a necessity prior to the bayonet charge.
Trajectory	The curved line a bullet or other projectile follows in its flight. This is dependent on the explosion of the charge which drives the bullet forward, gravity which draws the bullet towards the earth, and the resistance of the air which retards the velocity of the bullet.

CAVALRY AND INFANTRY.

<i>Term.</i>	<i>Explanation.</i>
Collective fire	The fire of several rifles combined for a definite purpose under the orders of a fire leader. Such fire skilfully directed and well controlled may produce good effect up to 1,400 yards.
Fire fight	The struggle for fire superiority which can only be gained at decisive ranges.
Fire position	Positions from which fire is opened during the advance of an attacking force: during the early stages of the advance with a view to gaining ground, in the latter stages with a view to gaining a superiority of fire.
Fire unit	A unit the fire of which is controlled by one commander. The normal cavalry and infantry fire unit is the troop and section respectively.
Firing line	In extended formations the line of troops from which the main body of fire is delivered.

FIRE—*continued.*

<i>Term.</i>	<i>Explanation.</i>
Individual fire	Fire opened without orders from a fire leader. On account of the difficulty of observation 600 yards may be taken as the limit of effective fire of this nature against small targets.
Sector of ground	A fan-shaped area of ground. The term is used in allotting targets to fire units. The handle of the fan represents the position of the fire unit, the spread out top of the fan the target, which, similarly to a fan, may be contracted or spread out according to the circumstances of the case.

SERVICE OF SECURITY.

<i>Term.</i>	<i>Explanation.</i>
Advanced guard	A body of troops thrown forward from the main body to give security to and gain information for the latter while on the march.
Cossack posts	Small detached posts of mounted sentries, one only being on the look out.
Detached post	A small force detached from the main body to guard or watch a certain point.
Double sentries	Two sentries allotted to the same post.
Escort	A body of men told off for the special purpose of guarding guns, ammunition wagons, etc., while danger is apprehended from the enemy.
Flag of truce	A white flag flown by order of the commander of a force to show that he desires to communicate with the opposing commander.
Flank guard	A body of troops thrown out to a flank from the main body for the purpose of security and information.
Group system	Sentries with their reliefs close up to them in the sentry line.
Line of observation	The line selected by the commander of the outposts as the positions from which the sentries are to watch the front.
Line of resistance	The line of positions on which the commander of the outposts has decided to fight if attacked.
Outposts	A body of troops detached from the main body, whilst halted, and posted in such a manner as to protect it from surprise and give it time to form up if attacked.

SERVICE OF SECURITY—*continued.*

<i>Term.</i>	<i>Explanation.</i>
Piquets	The most advanced division of outposts.
Sentries	Look-out men posted in front of piquets.
Supports	Bodies of troops located in rear of the piquets to afford support to them in case of attack.
Rear guard	A body of troops detached to the rear from the main body for purposes of security.
Reconnais- sance	The collection of information with regard to a country, position, or dispositions of troops.
Reconnoitring patrols	Patrols sent out either to gain some definite information about the enemy, nature of the country, etc., or patrols sent out in a definite direction to a definite distance with a view to guarding against surprise, such as patrols pushed forward from an outpost line before dawn.
Scout	A man sent out either to gain some definite information about the enemy, nature of the country, etc., or a man sent out in a definite direction to a definite distance with a view to guarding against surprise. Scouts in the former case usually work independently; in the latter case usually in conjunction with other scouts, as a line of scouts screening the movements of a force by night.
Standing patrols	Small stationary patrols, composed of mounted men, cyclists, or infantry, etc., pushed well to the front to watch lines of possible advance or particular points.

SERVICE OF SECURITY—*continued.*

<i>Term.</i>	<i>Explanation.</i>
Vanguard	The leading portion of an advanced guard, usually composed of mounted troops. The remainder of the advanced guard is called the Main Guard.
Vedette	A mounted sentry at the outposts of an army to watch the enemy.

OTHER MILITARY TERMS.

<i>Term.</i>	<i>Explanation.</i>
Accoutrements	The personal equipment of a soldier.
Administrative troops	Troops which supply the needs of the army, such as R.A.M.C., which tend the sick and wounded; the A.S.C., which supplies food and transport; the A.O.C., supplying ammunition and warlike stores, etc.
Aeroplane	A machine so constructed that it is able to rise from the ground and fly through the air by means of the pressure of the atmosphere against its planes when propelled by its engines.
Aide-de-camp	An officer on the personal staff of a general.
Airship	A kind of balloon, which is able to rise from the earth by its buoyancy, and which is propelled through the air by the engines connected to it.
Ambush	A party of troops lying hidden in order to effect a surprise on an enemy.
Army corps (foreign armies)	Consists of two, sometimes three divisions. The strength varies in different armies, but is roughly 30,000 infantry, with a due proportion of cavalry, artillery, and engineers, and supply and medical services.
Army Ordnance Corps	That branch of the army which deals with the care, custody, receipt, issue, and repair of warlike material.
Army Service Corps.	That branch of the army which deals with supplies for the army and with transport arrangements.

OTHER MILITARY TERMS—*continued.*

<i>Term.</i>	<i>Explanation.</i>
Army troops	Troops under the immediate command of the Commander-in-Chief of an army and not forming part of a division. They consist of a proportion of mounted troops for protective duties, intercommunication troops, bridging trains, balloon companies, and the necessary A.S.C. for their T. and S. column and R.A.M.C. for field ambulances.
Arraigned	Brought before a Court for trial.
Artificer	A soldier trained to a particular trade, such as a mechanic.
Automatic	Self-acting.
Automatic rifle	One which, after being set in action, loads, fires, and unloads itself continuously.
Base of operations	The place where the L. of C. begins and where reserves of all requirements of the troops are collected.
Billet	Civil lodging hired for and allotted to soldiers.
Bivouac	An encampment of soldiers without huts or tents.
Censorship	The means by which correspondence is examined in the theatre of operations by the military authorities before being despatched or delivered.
Ceremonial parade	A parade held for the purposes of ceremony instead of instruction or manœuvre.
Chevron	A V-shaped badge placed on the sleeve to denote rank, etc.
Cipher	A mode of writing secret messages which cannot be read by those who are not in possession of the key.

OTHER MILITARY TERMS—*continued.*

<i>Term.</i>	<i>Explanation.</i>
Combatant or fighting troops	Infantry, mounted infantry, cavalry, artillery (including ammunition columns), and engineer field units.
Convoy	A column of supplies, ammunition, provisions, etc., being conveyed to or from a force in the field, which includes, if the circumstances require it, an escort of troops.
Cordon	A line of military posts.
Corps	A military body, or a department of the Army, with its own organisation.
Counter-attack or counter-stroke	A counter-attack or counter-stroke is the attack delivered by the whole or part of a force, which having awaited the attack of the enemy parries the blow, and in its turn assumes the offensive.
Defile	Any natural or artificial feature which causes a body of troops to contract its normal front is a defile for that body.
Depôt	(1) A place set apart for the collection and storage of war material, supplies, etc.; (2) a station where recruits assemble and are trained before joining their units.
Division	Is composed of the three arms. It consists of three brigades of infantry with a due proportion of field and heavy artillery, mounted troops and R.E., with the necessary A.S.C. for supply services and R.A.M.C. for medical services. A mobilised division numbers about 19,500 of all ranks.
Feu de joie	A discharge of blank cartridges, fired in rapid succession, beginning at the right-hand man of a line of soldiers and running down the front rank and up the rear rank.

K

OTHER MILITARY TERMS—*continued.*

<i>Term.</i>	<i>Explanation.</i>
Field officer	A military officer above the rank of captain and below the rank of general.
Fusilade	A discharge of small arms.
Horse power	A standard for estimating the power of engines worked by steam or other means.
Indent	A written formal application for stores, etc.
Initiative	Taking action on one's own responsibility.
Intercommunication troops	Troops employed on the service of intercommunication. They include all the different kinds of telegraph companies, but do not include regimental signalers on the establishment of other units.
Inventory	A list.
Line of Communication (L. of C.)	The country between an army in the field and its base, which includes the roads, railways, canals, navigable rivers, etc., by means of which reinforcements, supplies of ammunition, food, stores, etc., are sent up to the army in the field from the base and by which sick and wounded are sent back to the base. It also includes all telegraph, telephone, and signalling lines in the country. These means of communication have a separate organization from that of the field army, and are under a commander called the Inspector-General of Communications.
Machine gun	A rifle or light gun fixed to a carriage or stand, the breech action of which is so arranged that loading, firing, and unloading are automatically performed.

OTHER MILITARY TERMS—*continued.*

<i>Term.</i>	<i>Explanation.</i>
Magazine (of a rifle)	A metal case attached to the breech of a rifle from which cartridges are passed into the chamber.
Manœuvre	(1) The application in the field of the movements learned at drill ; (2) a tactical movement.
Manual	(1) A handbook ; (2) the handling of a weapon.
Mobilisation	The process by which an armed force passes from a peace to a war footing.
Ordnance	(1) All artillery guns ; (2) warlike stores ; (3) " Ordnance Map " ; the survey of the United Kingdom made by the R.E. Department.
Parole	(Literally : " Word of mouth.") (1) The daily password in camp or garrison ; (2) the word of honour given by a prisoner not to escape, or to bear arms against his captors for a certain period, if released.
Patrol	A body of men sent out to reconnoitre or guard against surprise.
Pivot	The point upon which a change of front is based.
Position of assembly	A place where troops are assembled from column of route in any formation suited to further operations.
Railhead	The nearest railway station to the army in the field open to traffic on the railway system on the lines of communication.
Reappropriation	The permanent use of a building or room for some purpose for which it was not originally intended.

OTHER MILITARY TERMS—*continued.*

<i>Term.</i>	<i>Explanation.</i>
Regular (soldier)	One who belongs to the permanent (or standing) army.
Rendezvous	An appointed place of meeting.
Requisition	(a) To demand supplies, stores, transport, animals, and labour from individuals or civil authorities for the use of troops. (b) A form on which a demand for supplies, etc., is made.
Royal Army Medical Corps	That branch of the army charged with the prevention of disease and the care and treatment of the sick and wounded.
Strategy	The science of arranging all the movements and manœuvres of an army during a campaign so as to bring eventually against the enemy as strong a force as possible and compel him to fight under unfavourable conditions, especially as regards time, place, and relative numbers.
Subaltern	An officer in the army under the rank of captain.
Tactics	The art of fighting. "Grand tactics" means the direction of a battle by the supreme commander. Minor tactics include the handling of troops in a fight by minor commanders, and the action of small bodies, even patrols, when in the presence of an enemy.
Theatre of operations	The whole area of land or sea in which fighting may be expected, or in which the movements of troops, etc., are liable to interruption or interference from the enemy.

OTHER MILITARY TERMS—*continued.*

<i>Term.</i>	<i>Explanation.</i>
Transport— First line	The transport which must accompany fighting units at all times. It includes gun carriages, ammunition wagons, pack animals, wagons or carts carrying ammunition, tools, machine guns, technical engineer stores, and medical stores and the ambulance wagons, G.S. wagons and water carts of field ambulances.
Second line	All other transport accompanying an army in the field, such as the transport attached to units for the conveyance of their baggage, stores, and supplies, together with their water carts, and all the transport of T. and S. columns and parks.
Battery	The tactical unit of artillery employed with the Field Army. In Horse and Field Artillery it consists of 6 guns with limbers and 12 ammunition wagons with limbers. Howitzer field batteries have 6 guns and 9 ammunition wagons and limbers. A heavy battery consists of 4 guns and 8 ammunition wagons with limbers. Territorial Horse and Field Artillery batteries consist of 4 guns with limbers and 8 ammunition wagons with limbers. A Territorial howitzer battery consists of 4 guns and 6 ammunition wagons with limbers. A Territorial heavy battery consists of 4 guns and 10 ammunition wagons.
Brigade of Artillery	Two batteries Horse Artillery or howitzers or 3 batteries Field Artillery. In each case it includes the brigade ammunition column.

OTHER MILITARY TERMS—*continued.*

<i>Terms.</i>	<i>Explanation.</i>
Bridge Head	This term includes the defences erected for denying the crossing of the bridge to the enemy.
Calibre	The diameter of the bore of a gun measured in inches across the lands.
Divisional cavalry	Squadrons which belong to a division of all arms. Their duty is to assist the infantry to protect the division and furnish such orderlies as may be required for intercommunication purposes.
Independent or Strategic Cavalry	A body of cavalry, usually of large size, with Horse Artillery and Engineers and with its own special arrangements for supply of food and ammunition, which is detached from the rest of the army and may operate at a considerable distance from it in order to find out the position, strength, and movements of the enemy's forces, or to carry out some special work independently, such as destroying a railway that the enemy requires to use.
Foraging	Implies that in place of drawing supplies from the A.S.C., troops under control of their own officers draw the requisite supplies of food, forage, fuel, etc., from the district through which they are passing.
Garrison Artillery	Forms the personnel of the mountain artillery batteries and heavy artillery batteries with the Field Army, of siege artillery brigades, and of fixed and movable guns in coast defences.
Ricochet	The rebounding of a projectile after striking the ground or other object in its flight.

OTHER MILITARY TERMS—*continued.*

<i>Terms.</i>	<i>Explanation.</i>
Shrapnel shell	A shell filled with bullets and constructed to burst at any given range by means of a time fuze. The shell is thus employed against troops in the open or behind parapets unprovided with head and overhead cover. The fuze can also be set so as to burst the shell on striking, and is thus employed for ranging, or against troops in buildings and behind cover, such as walls or gun shields.
Star shell	Is similar to a shrapnel shell, but instead of being filled with bullets it has a number of stars, which, when released by the bursting of the shell, burn in the air with a brilliant light. They are used for lighting up the ground at night to discover the enemy's working parties. They have also a great moral effect when employed against savages.
Contour or Form line	A means by which hill features are shown on maps. Each contour is traced through points on the map which are on the same level on the ground, and successive contours being drawn for equal differences of height they show steepness or the reverse, according as they are crowded together or spread out. High and low tides form actual contour lines in nature, the breadth of beach covered and uncovered between the tides showing how the lateral space for a given rise and fall (as are contour spaces) is dependent on the steepness or the reverse of the ground.
Defilade	The method of arranging the position for a parapet and calculating its necessary

OTHER MILITARY TERMS—*continued.*

<i>Terms.</i>	<i>Explanation.</i>
.	height above the ground or trench behind it so as to ensure the defenders being well covered or screened from view. Similarly, natural cover protecting men is said to defilade them from view or fire, or both, as the case may be.
Echelon	A formation of successive and parallel units facing in the same direction, each on a flank and to the rear of the unit in front of it.
Field Artillery	Artillery which is used in the field. It comprises horse, field, howitzer, and heavy artillery batteries and ammunition columns.

CHAPTER XI.

FORMS OF ADDRESS FOR LETTERS.

THE KING OR QUEEN.

Commence.—Sir or Madam; or, May it please your Majesty; or, Most Gracious Sovereign.

Conclude.—I am, Sir or Madam, Your Majesty's most faithful and most devoted Subject.

Instead of *you* and *your*, use throughout the letter *Your Majesty* and *Your Majesty's*.

Address.—To the King's or Queen's Most Excellent Majesty.

PRINCE OF WALES.

Com.—Sir; or May it please Your Royal Highness.

Con.—With the greatest respect, Your Royal Highness's most dutiful and devoted Servant.

Address.—To His Royal Highness the Prince of Wales, K.G. The same form for the Princess of Wales, with "Madam," and omitting "K.G."

H.R.H. is generally used in addressing a letter to any of the Royal Family, instead of *His* or *Her Royal Highness*.

PRINCES AND PRINCESSES ROYAL.

These are the Sons, Daughters, Brothers, Uncles, and Aunts of the Sovereign, and, as such, are styled *Royal*.

Com.—Sir; or May it please your Royal Highness.

Con.—With the greatest respect, Sir, Your Royal Highness's most dutiful and most obedient Servant.

Address.—To His Royal Highness the Duke of Connaught, or To His (or Her) Royal Highness Prince E— (or Princess B—).

Com.—Madam ; or, May it please Your Royal Highness.

Con.—Your Royal Highness's most obedient and devoted Servant.

Address.—To Her Royal Highness the Princess Victoria. The married princesses are addressed by their husband's titles, with *H.R.H.* prefixed, as *H.R.H. The Duchess of Fife*.

Instead of *you* and *your*, say *Your Royal Highness* and *Your Royal Highness's*.

DUKE.

Com.—My Lord Duke.

Con.—I am, My Lord Duke, Your Grace's most obedient Servant.

Address.—To His Grace the Duke of Sunderland; K.T.

The *eldest sons* of Dukes are always distinguished by the father's second title, whether it be *Marquis* or *Earl*.

The *eldest sons* of Marquises and Earls take their father's second title. The *younger sons* of Dukes and Marquises are styled *Lords*, immediately preceding their Christian names ; but the *younger sons* of Earls are styled *Honourables*. All the sons of Viscounts are styled *Honourables*.

The daughters of Dukes, Marquises and Earls, are styled *Ladies*, immediately preceding their Christian names, whether single or married. Those of Viscounts and Barons are styled *Honourable* whether single or married.

These are called titles by Courtesy.

DUCHESS.

Com.—Madam.

Con.—I am, Madam, Your Grace's most obedient and humble Servant.

Address.—To Her Grace the Duchess of Sutherland.

- Throughout the letter say *Your Grace* and *Your Grace's*, instead of *you* and *your*.

MARQUIS.

Com.—My Lord Marquis.

Con.—I am, my Lord Marquis, Your Lordship's, etc.

Address.—To the most Noble the Marquis of Salisbury.

MARCHIONESS.

Com.—Madam.

Con.—I am, Madam, your Ladyship's, etc.

Address.—To the most Noble the Marchioness of Lansdowne.

A rightful Marquis is addressed *Most Noble*, and a courtesy Marquis *Most Honourable*.

EARLS, VISCOUNTS, AND BARONS.

Com.—My Lord.

Con.—I am, my Lord, Your Lordship's, etc.

Address.—To the Right Honourable the Earl of Rosebery, K.T.

To the Right Hon. Viscount Cranbrook.

To the Right Hon. Lord Milner.

The proper style is when the title originates in the name of a town or place, to say, *The Marquis of Tavistock*, if from a family, *The Earl Russell*.

COUNTESSSES, VISCOUNTESSES, AND BARONESES.

Com.—Madam.

Con.—I am, Madam, Your Ladyship's, etc.

Address.—To the Right Hon. the Countess of Derby.

To the Right Hon. Viscountess Forbes.

To the Right Hon. Lady Churchill; or

The Right Hon. the Baroness Burdett-Coutts.

To each of the above, instead of the words *you* and *your*, always use throughout the letter *Your Lordship* and *Your Lordship's*, or *Your Ladyship* and *Your Ladyship's*.

BARONETS AND KNIGHTS.

Com.—Sir.

Con.—I am, Sir, Your most obedient Servant.

Address.—To Sir Frederick Graham, Bart. To Sir Thomas White.

The title *Knight* is never used on a letter, but only in formal addresses or deeds. When addressed familiarly in a letter, the words, *Dear Sir John* are generally used instead of *Sir*.

WIVES OF BARONETS AND KNIGHTS.

Com.—Madam.

Con.—I am, Madam, Your Ladyship's most obedient Servant.

Address.—To Lady White.

ARCHBISHOPS.

Com.—My Lord Archbishop.

Con.—I am, My Lord Archbishop, Your Grace's most obedient Servant.

Address.—To His Grace the Lord Archbishop of Canterbury.

Note.—The style of address to the Archbishop of Armagh is: To His Grace the Lord Primate of Ireland, or the Right Hon. the Most Rev. the Archbishop of Armagh. The other Irish Archbishop (Dublin) is addressed in the same style as the English Archbishops.

BISHOPS, DEANS, &c.

Com.—My Lord Bishop.

Con.—I am, My Lord Bishop, Your Lordship's most obedient Servant.

Address.—To the Right Reverend the Lord Bishop of Durham.

The wives of Archbishops and Bishops acquire no title or rank beyond *Mrs.*, unless they possess it either in

their own right, or through their husband bearing a title by right or courtesy, independent of his ecclesiastical title.

Com.—Madam.

Con.—I am, Madam, Your most obedient Servant; or, Your Ladyship's, etc., if having that title.

Address.—To Mrs. Ingram, Lambeth Palace.

Com.—Reverend Sir.

Con.—I am, Reverend Sir, Your most obedient Servant.

Address.—To the Very Rev. the Dean of Westminster; or to the Very Rev. Dean Bradley.

Archdeacons begin and end as to a Dean and subscribe:—

To the Ven. The Archdeacon Blair.

To the Rev. Dr. Jones.

To the Rev. Canon Henson, D.D.

To Professor Gott.

Members of the Privy Council are all styled *Right Honourable*.

The Archbishops of Canterbury and York, all the Ministers, many of the Judges, some Ambassadors, the Attorney-General, the Solicitor-General, the Lord Mayor of London, the Recorder of London, and other important persons, are, from their office Members of the Privy Council.

Ambassadors and Governors of Colonies have *Excellency* prefixed to their other titles.

Com.—My Lord, or, Your Excellency (if a commoner).

Con.—I have the honour to be, Your Excellency's, etc.

Address.—To His Excellency the Right Hon. Viscount Lyons, G.C.B., G.C.M.G.

The wives of English Ambassadors have also the prefix of *Excellency* attached to their other titles, if they possess any; and this phrase is used in concluding letters, as superior to all others. Wives of Envoys

are usually addressed in the same manner, although not entitled to it.

Com.—Madam.

Con.—I am, Madam, Your Excellency's, etc.

JUDGES, &c., LORD CHANCELLOR.

Com.—My Lord.

Con.—I am, with great respect, Your Lordship's most obedient Servant.

Address.—The Right Honourable the Lord Chancellor.

Address.—The Right Honourable The Lord Chief Justice of England.

Begin and end as to Lord Chancellor.

The Right Honourable Lord——

His Honour the Master of the Rolls.

The Right Honourable The Lord Justice——; or The Right Honourable Sir——, Lord Justice of Appeal.

The Honourable Sir——, Vice Chancellor.

All the judges are Knights and should be addressed as such; but on the Bench, as My Lord.

The wives of Barons and Judges of all grades derive no higher rank from their husbands than the wives of Knights, take precedence accordingly, and are addressed as such.

County Court Judges are addressed as,—

His Honour, Judge Herbert, or

His Honour, W. T. S. Daniel, Esq., K.C.

Judge of County Courts.

Mr. Sergeant Kingslake. H. Gifford, Esq., K.C.

ARMY, NAVY, &c.

Com. and *Con.*—Sir; or, My Lord, if having that title.

Address.—To Lieut.-Gen. Sir Archibald Alison, Bart., K.C.B.

To Colonel Miller, 97th Highlanders.

To Admiral Sir Alexander Fraser, Bart., G.C.B.

To Vice-Admiral Sir J. W. Connor, K.C.B.

To Rear-Admiral W. Graham, C.B.

To Captain Richard Carter, H.M.S. *Hector*.

To Lieut. H. H. Wilding, R.N.

The Right Hon. James C. H. Smith, M.P.; The Right Hon. Viscount Sandon, M.P.; John Walter, Esq., M.P.

To the Right Hon. the Lords Commissioners of His Majesty's Treasury.

To the Commissioners of His Majesty's Customs; and so of the Excise, Taxes, Stamps, etc.

TO A RECTOR, VICAR OR CURATE.

Commencement of Letter.—Reverend Sir.

Superscription of Envelope.—To the Rev.

TO THE POSTMASTER-GENERAL.

Commencement of Letter.—My Lord, or Sir, according to rank.

Superscription of Envelope.—To the Right Honourable _____, M.P., Postmaster-General.

TO THE GOVERNOR OF A COLONY.

Commencement of Letter.—My Lord, or Sir, according to rank.

Superscription of Envelope.—To His Excellency Governor of _____.

TO THE LORD MAYOR.

Superscription of Envelope.—To the Right Honourable the Lord Mayor of London.

To the Right Hon. the Lady Mayoress.

Com.—My Lord; or Madam.

Con.—I am, Your Lordship's; or, Ladyship's, etc.

TO A MAYOR.

Commencement of Letter.—Sir.

Superscription of Envelope.—To the Right Worshipful the Mayor.

Mr. Alderman Cotton, M.P. Mr. Deputy Harris.

The title of "Honourable." An article in the *Queen* says:—"The younger sons of earls, all the sons of viscounts and barons, and the daughters of viscounts and barons, are entitled to the prefix 'honourable.'" Their letters are addressed "The Hon^{ble}." (the whole word is never written, and this is the correct abbreviation) George Allen," "Captain the Hon^{ble}. Henry Gray," "The Hon^{ble}. and Rev. (the Hon^{ble}. *precedes* the Revd. invariably, while it *follows* naval or military rank) Alfred Green," "The Hon^{ble}. Mrs. Allen." "The Hon^{ble}. Lucy Brown." It is not usual to put the Hon^{ble}. *Miss* Brown, but to use the Christian name. Letters commence "Dear Mr., Mrs., or Miss"; from tradesmen "Sir" or "Madam." The daughter of a peer who marries a commoner retains her own rank, and is styled "The Lady Julia," with her husband's surname, or "The Hon^{ble}. Mrs.——" When a gentleman has a naval or military rank, it is always prefixed to his title, as "General the Earl of Poole," "Vice-Admiral Sir James Brown."

"The" and "To the Hon^{ble}." should, when used in addressing envelopes, be placed on a line slightly above and preceding the name.

The title of Esquire is now given by *courtesy*, if not possessed legally, to authors, artists, architects, civil engineers, and others who pursue a professional calling, or in any way appear before the public as men of education, and to all persons who have any pretensions whatever to the character and bearing of gentlemen.

Always show modesty in addressing superiors, and never affect too much familiarity, for nothing is so offensive. Even in addressing inferiors care should be taken not to be over familiar unless on intimate terms.

BUSINESS ABBREVIATIONS.

Abbreviations should not generally be used, except when writing in haste to relations and very intimate friends; but in business letters they are not only allowable, but frequently necessary to save time. The following abbreviations and contractions are used in mercantile offices:—

@	At, to.
A/c or a/c	Account.
B/L	Bill of lading.
B/P	British possessions.
B/P	Bills payable.
B/R	Bills receivable.
c/o	Care of.
Cr.	Creditor.
Dr.	Debtor.
d/d	Days after date.
d/s	Days after sight.
E. E.	Errors excepted.
E. & O. E.	Errors and omissions excepted.
F.O.B.	Free on board.
F.P.A.	Free of particular average.
Inst or Inst ^t .	Instant—present month.
I.O.U.	I owe you.
L/C	Letter of credit.
m/d	Months after date.
m/m	Made merchantable.
m/s	Months after sight.
mo.	Month.
o/a	On account of.
o/o	Per cent.
®	Per.
Prox or Prox ^o .	Proximo—next month.
Ult. Ult ^o .	Ultimo—last month.

Abbreviations of dates, as 5/4/04, for the 5th of April, 1904.



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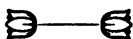
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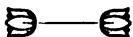
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